



## **NED Development Programme Data Collection Statement**

This data collection statement explains:

- What information we collect during our application and recruitment process;
- The relevant lawful processing condition for use of that information;
- How we use that information; and
- How long we will keep your information.

### **Types of Information we collect**

This statement covers the information you share with us and/or which may be acquired or produced by the GTA University Centre (the GTA) and/or on its behalf, the NED Development Programme Selection Committee, during the NED Development Programme application or recruitment process including:

- Your name, postal address, email address, mobile telephone number and other contact information;
- Your résumé or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to us in support of an application and/or the application and recruitment process;
- Your local housing status;
- Your declaration in respect of criminal records;
- Information from interviews and screenings you may have, if any;
- Details of the type of NED placement you are looking for; and/or
- Information relating to any previous applications you may have made to the NED Development Programme.

### **Lawful processing condition**

The processing of personal data throughout the application and recruitment process will be necessary for and as a result of steps taken by yourself with a view to entering into a placement contract for the NED Development Programme with the GTA. The only exception would be where there exists a legal obligation on the GTA.

### **How we use the information we collect**

Your information will be used by the GTA and on its behalf, the NED Development Programme Selection Committee, for the purposes of carrying out the application and recruitment process that includes:

- Assessing your skills, qualifications and interests against the Board placement opportunities;

- Verifying your information if you are offered a placement;
- Communications with you about the application and recruitment process, interviews and/or placements with Boards, and training courses provided as part of the programme;
- Sharing your information, in consultation with yourself, with the following:
  - participating Boards;
  - training providers/sponsors for the programme, currently Deloitte, Appleby and IoD
  - ad-hoc training providers and ;
  - the NED Forum.
- Complying with applicable laws, regulations or other legal duties.

All your information will be considered confidential. The GTA will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation.

**Retention of your Information**

The GTA will retain your information for the following period(s):

- If you are unsuccessful in being accepted onto the NED Development Programme, 6 months after receipt of your initial application; or
- If successful in your application for the Programme, and are placed on one or more Boards, 6 months from our last contact with you. Information retained for this period will include interview notes, interview questions and answers and any other relevant information supplied by you. Data regarding your name, your dates of participation in the programme, and the Board(s) you were placed with will be kept indefinitely for statistical purposes.

**I confirm that I have read the GTA’s NED Development Programme Data Collection Statement set out in this form and consent to the GTA holding and processing the categories of personal data about me as set out above for the specified purposes as set out, in respect of my application to the Programme. This form of consent also allows the GTA University Centre to share my personal data with participating companies, partner training providers/sponsors, ad-hoc training providers and the NED Forum, for the means of processing for which it was collected.**

**By signing this form of consent, I confirm that I am aware of my rights as a data subject under the Data Protection (Bailiwick of Guernsey) Law, 2017, including my rights to withdraw consent, complaint and appeal.**

**The GTA University Centre will process any personal data that you provide in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed can be found here: <https://gta.tps.digital/privacy-policy>**

Signed \_\_\_\_\_ Date \_\_\_\_\_