

RICS Governance body privacy notice

January 2023

1. Introduction

The Royal Institution of Chartered Surveyors (RICS) is committed to protecting and respecting your privacy. This Notice explains how and why we process your personal information when you apply for and/or are appointed to the RICS Governing Council or other governing body or appointment panel. It explains the type of personal information we collect, why we ask for it, how we use it and who we share it with.

2. Other useful information

We have a separate Privacy Notice which covers our processing of the personal information which we hold in relation to your membership of RICS ([RICS privacy policy](#)). In addition, our Cookies Policy explains about our use of cookies. Collectively these policies govern the processing of your personal information within RICS.

3. Want to know more?

If you have any queries about this Privacy Notice or your personal information, you can contact us at privacy@rics.org. Alternatively, you can write to RICS Global Head of Data Protection & Privacy, 55 Colmore Row, Birmingham, B3 2AA.

4. Making a complaint

If you have a concern about how we process your personal information, please let us know .

If you are resident in the UK, you can raise your complaint with the Information Commissioner, contact details for which are on their website: [Contact us | ICO](#)

If you are resident in the European Economic Area, you can complain to your local data protection supervisory authority. You can find their contact details here: http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm

If you are based elsewhere in the world, you may have the right to make a complaint to your local data protection supervisory authority depending on the legislation in your country. You can contact the [Privacy Team](#) for further information.

5. Personal information – what do we collect and why?

The personal information we collect about you will depend on the nature of the role you carry out for us and your personal circumstances. The list below sets out examples of the types of information which, depending on your role, we may collect about you and why we collect it:

Type of information and reasons for collecting it	Examples
Equal opportunities monitoring information collected with your consent to make RICS a better place to work.	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability, and age.
<p>Information required to administer your application to join a RICS governing body and assess your suitability for the role.</p> <p>We use this information to meet our contractual obligation to honour your application and to comply with our contractual and legal obligations as outlined in the RICS constitution and by-laws.</p> <p>Some of the information will be processed with your consent, for example where it involves the processing of sensitive information or information which is voluntary.</p>	<p>Information concerning your application, references, and supporters (where applicable) and our assessment of it and any checks we may make to verify information provided or background checks and any information connected with your right to work for RICS, where applicable.</p> <p>This may include a picture of you for internal and external use.</p> <p>Details of your qualifications, skills, experience, employment history and your membership with RICS.</p> <p>Details of your reasons for wanting to apply for the role and any material you provide for your public candidate profile (in the case of elections).</p> <p>If relevant, we may also process information concerning your health, any disability and any adjustments to working arrangements.</p> <p>If relevant, we may conduct criminal records, credit, and directorship checks (for example where you are elected/appointed to a role).</p>
<p>Information to enable us to pay you (where relevant).</p> <p>We collect this information to meet our contractual obligations to you.</p>	Information about your bank account and expenses incurred.

<p>Information required to keep you and others safe at work and to ensure compliance with RICS policies and procedures.</p> <p>We collect this information to meet our legal obligations and our legitimate interest to safeguard our business</p>	<p>CCTV footage if you attend certain RICS offices.</p> <p>Health and sickness information in the event of a workplace incident.</p> <p>Records of your use of our systems including computers, phones and other devices and passwords.</p>
<p>Information about your terms of appointment so that we can administer your contract.</p> <p>We collect this information to meet our contractual obligations to you, to meet our legal obligations and in accordance with our legitimate interest to administer our business.</p>	<p>Information on your terms of appointment, including date and term of office.</p> <p>Information connected with anything that may affect your continuing term of office, such as regulatory investigations, disciplinary action, and criminal convictions.</p> <p>Information we gather and provide to others in references about your term of office.</p>
<p>Information to help us investigate conduct related matters and support decision making on grievance and disciplinary activity.</p> <p>We collect this information to meet our contractual obligations, legal obligations and in accordance with our legitimate interests to safeguard our business.</p>	<p>Information connected with your term of office and your performance including records of documents, IMs and emails created by or relating to you, CCTV footage, use of swipe and entry cards and records of your use of our systems including computers, phones and other devices and passwords.</p> <p>Details of criminal convictions or allegations.</p>
<p>Information supporting and managing your term of office.</p> <p>We collect this information to meet our contractual obligations to you, to meet our legal obligations and in accordance with our legitimate interests to administer our business.</p>	<p>Information connected with your term of office and anything you do during your terms of office and your performance including records of documents, IMs and emails created by or relating to you and information on your use of our systems including computers, laptops, or other device.</p> <p>Management information regarding you, including notes of meetings.</p> <p>Information relating to your compliance with our policies, including information from monitoring our systems and other data to check compliance and investigate concerns.</p> <p>Information concerning disciplinary allegations, investigations and processes and relating to</p>

	<p>grievances in which you are or may be directly or indirectly involved.</p> <p>Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.</p> <p>Information relating to relations with current or potential suppliers, members, or colleagues.</p>
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6. Where the information comes from and who gets to see it

When you apply for a role with RICS, the initial information about you that we process is likely to come from you: for example, your contact details, experience, bank details and information on your ability to meet the required standards of election/appointment.

We will gather information about you from within RICS, for example where we undertake Regulatory and Member checks as part of our due diligence. We do not use profiling or any automated means to make any decisions about you which have legal or other significant effects.

We will gather information about you from external sources, for example where background and screening checks are undertaken to validate your identity, criminal record, or credit record to the extent permitted by law; or where we verify professional references you provide as part of your application.

During your term of appointment, we may receive personal information relating to you from others. Internally, personal information may be derived from RICS employees, including your fellow Board members or panel appointees, or our IT systems; externally, it may be derived from our members, suppliers or those with whom you communicate by email or other systems.

Who sees your information?	Why?
Other companies within RICS where it is in our legitimate interests to do so for administrative and management purposes.	We may share some of your information across RICS for administration, analysis, and statutory reporting purposes.
Third parties where it is necessary to fulfil our contract with you, or in our legitimate interests to do so for administrative and management purposes.	<p>We use third parties to process data on our behalf such as payroll service (for expense payments), our bank and organisations that host our IT systems and data and companies who support our research and survey activities.</p> <p>We may also share it with third party advisers, such as legal advisers supporting</p>

	us with a grievance, investigation, or to help us defend any potential legal action.
Third parties where it is required for the application process, but only where we have your consent.	We use the services of third-party providers to conduct background and screening checks on those who are elected/appointed. Whilst this is requirement of the process, we gather your consent, because the information it relates to could be sensitive (for example contain financial or criminal information).
Regulatory and government bodies where we are required to do so by law.	We disclose your information to government agencies such as Companies House, HMRC and law enforcement bodies to comply with our legal obligations (where relevant).
Anyone you ask us to, and we have your consent.	We may share your information at your request, for example by providing a reference to a prospective employer.
RICS members, where it is a required part of the application and appointment process.	To deliver a fair and transparent process, and to comply with our by-laws, applicants to elected roles will need to have a public profile on RICS website to enable members to vote for their chosen candidate. The application form explains what will be published for this purpose.

7. What if you don't provide personal information?

Our aim is to only ask for the personal information that we need. If you do not provide certain information, we will not be able to process your application and/or confirm your appointment. For example, if you do not provide the mandatory information on the application form, you cannot proceed as a candidate; if you get elected/appointed, but do not give us your consent to conduct external background and screening checks, you will not be appointed to the role. We will try to make it clear what information is mandatory and what is voluntary. If you don't want to provide certain information but are not sure of the impact that will have on our relationship with you as your employer, please contact the governance team on governanceappointments@rics.org.

8. How long do we keep your personal information?

Where your application is unsuccessful, we will store your personal data for one year. Where your application is successful, we will store your personal data for as long as is necessary to administer and keep a record of your appointment.

9. Transfers of personal information outside the UK

We operate primarily in the UK. However sometimes, in connection with our business and for administrative, management and legal purposes, the information that we hold about you may be viewed from, transferred to, or stored, outside the UK.

We will ensure that the transfer is lawful and that there are appropriate safeguards in place.

10. Your rights

We try to be as open as we reasonably can about the personal information that we process. If you would like specific information, please [let us know](#).

You have the right to ask for a copy of the information that we hold about you in the form of a “subject access request”. For your security, we will take reasonable steps to confirm your identity before providing you with any personal information we may hold about you. This is not a right to a copy of all documents we hold about you, just the personal information contained within those documents.

In some circumstances you can ask us to stop using your information and/or delete your information. If we cannot comply with your request, for example because we need to retain the information for legal reasons, we will explain why.

You may also have a legal right to have your personal information rectified or erased, to object to its processing or to have its processing restricted.

If you have provided us with data about yourself (for example your address or bank details), in certain circumstances you have the right to be given the data in machine readable format for transmitting to a third party.

Date of Notice: January 2023.