

Privacy Notice For Trustees



In line with the Data Protection Act 2018 we only collect, store and process your personal data if it is:
Justified. Minimal. Adequate. Relevant. Accurate. Limited to what is necessary.

Home-Start Reading will never sell on your personal information.

As a trustee you have control over and are legally responsible for the management and administration of Home-Start South and West Devon.

Personal data that may be held or processed about you includes:

- Your full name, date of birth, address, nationality and contact details.
- Details of your next of kin.
- Skills that you have.
- Training event details.
- Your employment history.
- Your educational history.
- Application as completed by you.
- Your two references.
- Your current and previous DBS numbers and dates of expiry.

We are legally required to view your proof of identification and educational achievements but we are not allowed to keep copies.

Where and how long we keep your data:

Your personal information will be kept on Charity Log, which is our chosen CRM system provider. Any paper documentation will be kept in the secure room within the Home-Start Office.

Only the Manager and Chair of Trustees have the authority to access your file. Certain trustees and Home-Start UK staff can access your file for reasons of compliance checking.

Your file will be destroyed after six years of your appointment ending. Should a complaint have been made about you during the time of your appointment, your file is kept for 10 years or until your legal retirement age, should this be longer.

Lawful processing of your data: We have a legal obligation to ask certain questions on your trustee application form and this information will be provided to the Charity Commission and Companies House, in line with your trustee appointment. Any other on-going or necessary processing of your personal data e.g. your skills and training will be kept to a minimum and only carried out for our legitimate interests with a view to ensuring that your skills and abilities etc. are utilised to provide the best management and governance for Home-Start Reading.

Your rights: You can ask to see what information we hold about you, but please place your request in writing to the manager and allow up to 30 days. You have the right to ensure that your data is accurate and necessary. To object to information held in your personal file under the lawful basis of legitimate interest, please contact the manager, in writing, using the address below. If you would like to take the matter further please contact the ICO helpdesk on 0303 123 1113.

If you feel that any of your personal data is incorrect and needs rectifying or erasing please let the manager know and it will be looked into. If you want your personal data to be transferred to another organisation, please let the manager know and it will be arranged.

To ensure effective working practices we will share your contact details with other members of the trustee board. The office will also have your contact details and you may be emailed by them with matters concerning the management and governance of Home-Start South and West Devon.

If you would like to receive our newsletters, training event details, fundraising opportunities and updates from the office from time to time, please tick this box

Home-Start South & West Devon, Mudgeway, Plympton, Devon, PL7 2PS

**Telephone: 01752 249740 Email: homestart.shpt@gmail.com
www.homestartsouthandwestdevon.org.uk**

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