

# TOWER HAMLETS FRIENDS AND NEIGHBOURS

## Trustee Privacy Notice

As the organisation for which you are a Trustee, Tower Hamlets Friends and Neighbours (THFN) needs to hold and process information about you and your circumstances. Some of this information is personal data; this means it can be used to identify you. The law gives you rights around what happens to this personal information.

This Privacy Notice is for Trustees. It tells you who we are, what information we will collect, how we will use it, how we will keep it and who we will share it with.

### **About THFN**

THFN is a charity which provides befriending and advocacy services to older vulnerable people in Tower Hamlets.

THFN is a Data Controller registered with the Information Commissioner's Office. The registered office is St Margaret's House, 21 Old Ford Road, London, E2 9PL.

If you have any concerns about how we use your information, or wish to exercise any of your rights set out below, you should contact the Chief Executive on 020 8983 7979.

### **What information we process about you and why**

This is the information we will collect and how we will use it:

Category	Purpose
Your name, date of birth and contact details (address, phone numbers, email address)	To keep records of you as a Trustee, to keep in touch with you and to comply with legal obligations.
Application form / CV /previous experience/other jobs and interests	To demonstrate that the recruitment process has been carried out fairly To demonstrate that THFN's Board has the range of skills and experience it needs To manage any conflicts of interest
Gender	To monitor whether we are appointing a diverse range of people.
Disability, ethnic origin*	You don't have to provide this information if you don't want to but we use it to monitor whether the composition of the Board reflects the local community and the charity's clients
Minutes of meetings and records of discussions	To comply with legal requirements and to manage the charity's business
Records of attendance at meetings and annual reviews	To monitor performance

Disclosure Barring Service checks	Required if you visit clients on their own or volunteer at events with clients
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\* Some of the information that we collect is defined by the Data Protection Act as **special category information** because of its sensitive nature. This includes information about any disability and ethnic origin. You do not have to provide such information and we can only use it with your consent.

### **Keeping your information**

We will usually keep this information for the duration of your time as a Trustee of THFN and for up to six years after you have left. We may occasionally have to retain it for a longer period if there are any outstanding issues.

We will store your information securely in computer systems or in certain circumstances in hard-copy / paper files kept in locked cabinets. We will securely dispose of all information when it is no longer necessary to retain it.

### **Who we will share your information with**

We may share your personal information with:

- Other Trustees and the senior staff of THFN for the purposes described in this notice
- Funders and potential funders
- The Charity Commission and Companies House in accordance with legal obligations. Some of this information will be published
- Certain information about Trustees is required to be published in the charity's annual report.
- Any third party to meet legal or regulatory obligations or in the context of legal proceedings

We only share the minimum amount of personal data necessary to enable us to fulfil our obligations.

We will not sell your personal data.

### **Lawful basis for collecting and processing your information**

The law says that we have to meet a legal condition before we can process (including sharing) your personal data. The conditions which apply for the personal data that we process for Trustees are:

**Necessary for compliance with a legal obligation:** for example to provide information to the Charity Commission or Companies House.

**Necessary for the administration of justice or for the exercise of functions conferred under an enactment:** for example, to provide information in a legal action

**Our legitimate interests:** this allows us to process your personal information and where necessary share it with our partners for managing our business operations including our own administrative purposes or to ensure compliance with THFN policies. We only share the minimum amount of data necessary to fulfil the business purpose and under strict conditions to ensure your privacy rights are maintained.

Where we need to process **special category personal information** that is not related to a legal requirement or necessary to administer your role as a Trustee, we will ask you for your explicit consent.

### **Your rights**

You have the following rights set out in law concerning your personal information – the right to:

- be informed about how we process your personal data (which is why we have developed this Privacy Notice);
- have access to a copy of the personal information we collect and keep (known as a Subject Access Request);
- have inaccurate or incomplete personal data rectified;
- restrict processing of your personal data in certain circumstances, for example when you are contesting the accuracy or you object to the processing;
- object to processing for direct marketing or for the charity's legitimate interests or performance of a task in the public interest, or for purposes of scientific/historical research and statistics
- have your personal data erased in certain circumstances where there is no compelling reason to continue processing it;
- data portability to enable you to receive a copy of your personal data in a machine readable format, allowing you to move, copy or transfer personal data easily to another company;
- claim compensation for damages caused by a breach of the Data Protection Act (this can only be done via the Courts); and
- at any time, withdraw your consent for THFN to use or share your special category personal information where you have previously given us your consent for this.

### **Automated decision making**

THFN does not use automated decision making to make decisions about trustees or applicants.

### **Questions and concerns**

If you have any questions about the way in which we collect, process and store your information, or if you want to exercise any of the rights listed above, please speak to the Chief Executive on 020 8983 7979.

### **Right to lodge a complaint**

If you have concerns about the way in which THFN has handled your information you can speak to the independent Information Commissioner's Office. Go to <https://ico.org.uk/concerns/> for more details or phone 0303 123 1113.

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