Trustee Personal Data

We hold the following personal information about you in accordance with the EU General Data Protection Regulation (GDPR) and accompanying Privacy Notice.

See accompanying guidance on completing the form
Key to Legal basis for processing: LO=Legal Obligation; LI=Legitimate Interest; SC=Subject Consent

Please write clearly		LO	LI	SC
Title:		✓	✓	
Given Name(s)		✓	✓	
Family Name		✓	✓	
Qualifications		×	✓	
Honours		×	✓	
Preferred Name	***Optional:***	×	✓	
Date Appointed Retired/Resigned	*You do not need to enter this information in this box.* *The Charity will add this information itself.*	✓	✓	
Previous Name(s)		✓	×	
Date of Birth		✓	×	
Current Address *Street address* *Address line 2, if required* *Town/City* *Post/Zip Code* *Country* Date moved to this address		✓	✓	
Previous Address *Street address* *Address line 2, if required* *Town/City* *Post/Zip Code* *Country* Date moved to this address	*Only required if you have lived at other addresses in the last 5 yrs.* *Continue on a separate sheet if necessary.*	✓	×	
Phone Number(s)		×	✓	
E-mail Address(es)		×	✓	
National Insurance No:		✓	×	
Trustee of any other charity	YES / NO *(Delete as appropriate)*	✓	✓	
Conflicts of Interest	*Continue on a separate sheet if necessary.*	×	✓	

	Please write clearly	LO	LI	SC
Personal Experience, Expertise & Interests	***Optional:*** *Continue on a separate sheet if necessary.*	×	✓	
Special Needs	***Optional:*** *Continue on a separate sheet if necessary.*	×	✓	
Any other information that you believe it is appropriate for the Charity to know.	***Optional:*** *Continue on a separate sheet if necessary.*	×	×	

Optional Data:

Note: Whilst you are under no obligation to provide the Charity with your personal information marked as "Optional", if you do not provide it and give the Charity your consent to use it the Charity will be unable to make special arrangements where appropriate, *eg:* ensuring that you are addressed in the manner you would wish if you do not provide and give consent for the use of your preferred name, or ensuring that any access or dietary requirements are accommodated if you do not provide and give consent for the use of your special needs information.

Data Subject Consent to Use of Personal Data

I confirm that I am happy for the Charity to hold my above personal data and to use it for the purposes described in the accompanying Privacy Notice.

Signed: …… Date: ……/……/.202…..

Confidential Trustee Information

Guidance on completing the form

From time to time the charity will be under a legal obligation to provide to other organisations some personal details of Trustees and, occasionally, others who have key executive roles in the Charity. For example: when registering the Charity with the Charity Commission, HM Revenue & Customs or opening a bank account.

Not all of the following information will be required on every occasion. But it will save you (and everyone) time and hassle in the long-term if the Charity collects all the information "up front".

As the information is of a personal nature it comes within the provisions of the EU General Data Protection Regulation (GDPR). As such it will be held securely and only used for lawful purposes in accordance with the requirements of the GDPR.

Title:	Mr; Ms; Mrs; Dr; Prof; Revd; Sir; *etc*.
Given Name(s)	First name; Middle names (if any)
Family Name	Surname
Qualifications	BA; MA; PhD; FCA; FRCO; *etc*
Honours	OBE; MBE; *etc*
Preferred Name	*eg:* if given names are John Andrew Smith but you prefer to be called Andy Smith.
Date Appointed ***Retired/Resigned***	Day-Month-Year: *eg:* 01-January-2005
Previous Name(s)	Any name by which you have previously been known – *eg:* change of name by deed poll; the maiden name of a married woman.
Date of Birth	Day-Month-Year: *eg:* 01-January-1963
Current Address Street address ***Address line 2, if required*** ***Town/City*** ***Post/Zip Code*** ***Country*** ***Date moved to this address***	
Previous Address(es)	Repeat the above details for any address(es) you have lived at in the last 5 years.
Phone Number(s)	Home; Office; Mobile (At least one is desirable – any additional numbers are optional)
E-mail Address(es)	The address to which e-mails relating to charity business & activities can be sent.
National Insurance No:	NIC number, or other national identification if not a UK citizen.
Trustee of any other charity	Only Yes / No is required. You don't have to name the other charities.
Conflicts of Interest	Any involvement with other persons or organisations which could lead to a conflict of interest (*eg:* a relative who is a potential beneficiary; an organisation which is a potential supplier to the charity). This is for potential conflicts of interest of an on-going or long-term nature. Reporting conflicts of interest here does NOT mean that you are not required to report potential conflicts of interest of a more *ad hoc* nature which arise in the future.
Personal Experience, Expertise & Interests	***Optional:*** Any experience or interests that the individual has and would, or might, be willing to make available to promote the charitable activities of the charity. Or any particular aspects of the charity's activities about which the individual would like to be kept informed.
Special Needs	***Optional:*** Any special needs or requirements (*eg:* diet, access, communication, religious) that the charity needs to be aware of in order that activities in with you are required to participate as a trustee can be organised appropriately to ensure that your needs are met and embarrassments are avoided.
Any other information that you believe it is appropriate for the Charity to know.	***Optional:*** This is any other information that you think might be of use to the Charity, *eg:* unable to attend Trustees' meetings which are held on Mondays.

Privacy Policy: Trustees

It is important to us that you understand and are happy with how we use your information.
Please take time to read this policy in full.

Identity and contact details of the controller.

The Charity's Data Controller is the Board of Trustees of Leeds Paraclimbing Club

The Controller can be contacted via: leedsparaclimbingclub@gmail.com

Data Subjects

This Privacy Policy applies to all trustees of the Charity.

Purpose of the processing and the lawful basis for the processing

The charity will only hold and process personal data on bases which are lawful.

The same personal data may be held and processed for different purposes and, therefore, under different lawful bases, as identified on the form used to collect the data from the subject.

The lawful bases and purposes under which personal data may be processed by the charity are as follows.

Legal Obligation {LO}

The charity holds and processes the personal data, identified as LO, to enable the charity to comply with relevant legislation regarding the identity of persons who have a significant role in the governance of the charity.

Date held under legal obligation will only be processed for the relevant purposes as is required by law and will only be shared with other organisations (*eg:* Charity Commission; HM Revenue & Customs) as is allowed by law and which are compliant with the General Data Protection Regulation. This will include the sharing of personal data which are, by law, destined for the public domain (*eg:* the names of trustees to be held and displayed in the Charity Commission's public Register of Charities).

Legitimate Interest {LI}

The charity legitimately needs to hold the personal data, identified as LI, about its trustees for the purpose of administering the charity efficiently, effectively and economically in pursuit of its charitable purposes.

This will include, but is not limited to, the communication of information relevant to the governance and administration of the charity to and between trustees, and the sharing of knowledge and expertise between trustees specifically to further the legitimate interests of the Board of Trustees for the benefit of the charity.

Subject Consent {SC}

In your wider role as a member/supporter of the charity we may, subject to your consent, use your personal data to keep you informed of the wider activities of the charity, particularly those in which you have special experience and/or expertise or in which you have expressed a particular interest. This will include providing you with information relating to any fundraising activities which the charity undertakes.

Your personal data will also be used to ensure that any activities which you are required, or are invited, to participate in are appropriately tailored to any specific needs that you have and, where appropriate, any potential for embarrassment is avoided.

The charity will not share your personal data with any other individual, group or organisation for any purpose other than those which are directly related to the activities and charitable purposes of the charity.

The right to withdraw consent at any time

You have the right to withdraw your consent for the charity's use of your personal data which are provided by you with your consent for use by the charity for promoting its general activities and purposes.

You do not have the right to withdraw your consent for the charity's use of your personal data when the lawful basis for the charity holding and processing the data is either "Legal Obligation" or "Legitimate Interest".

The right to require the erasure of your data (right to be forgotten)

You have the right to require the charity to erase any or all of your personal data which are held by the charity for processing on the lawful basis of Legitimate Interest or Subject Consent.

You do not have the right to require the charity to erase any of your personal data held by the charity when the charity's lawful basis for holding and processing the data is "Legal Obligation".

The right to restrict processing

You have the right to require the charity to stop processing your data if you reasonably believe that there are significant inaccuracies in the data that we hold or that the way in which we process your data produces inaccurate results

The right to portability

You have the right to require the charity to provide you with a printed or computer-readable copy (*ie:* in a standard format which will allow the data to be transferred to another computer) of your personal data that it holds for processing on the basis of Legitimate Interest.

You do not have the right to require the charity to provide you with portable copies of data which it holds for the lawful purposes of Legal Obligation or Subject Consent.

The legitimate interests of the controller or third party, where applicable

Legitimate interests of the controller

The legitimate interests of the Controller (on behalf of the trustees of the charity) are:

To ensure that the human resources available to the charity – both volunteers (including trustees) and employees – are used effectively, efficiently and economically to pursue the purposes of the charity for the public benefit;

To promote and facilitate communication, cooperation and the sharing of experience and expertise between trustees, other volunteers, employees, beneficiaries and donors

Legitimate interest of third parties

The legitimate interests of third parties are to ensure that the interests and well-being of the data subject are properly met when the charities activities are carried out by the third party (*eg:* providing transport to/from events, providing food and accommodation).

Any recipient or categories of recipients of the personal data

We may share your personal data:

- ☑ with the Charity Commission, HM Revenue & Customs, the Police, local authorities, the Courts and any other central or local government bodies where they request it and we may lawfully disclose it, for example for the prevention and detection of crime.
- ☑ with the Charity's professional advisors (*eg:* our lawyers, accountants) when they need it to provide appropriate advice on the charity's activities. We will seek your permission before sharing your personal data in this way.
- ☑ where we are legally obliged to do so, *eg:* to comply with a court order.
- ☑ with other people who make a reasonable subject access request to us, provided that we are allowed to do so by law.

Retention period or criteria used to determine the retention period

Your personal data processed on the basis of Legal Obligation and shared with HM Revenue & Customs are retained for the prevailing statutory period (currently 6 years).

Your personal data processed on the basis of Legal Obligation and shared with the Charity Commission are retained for 3 years after you cease to be a Trustee.

Your personal data processed on the basis of Legitimate Interest are retained for 2 years after you cease to be a Trustee.

Your personal data processed on the basis Subject Consent are retained for 3 months after you cease to be a Trustee.

Details of transfers to third country and safeguards

The Charity does not transfer any personal data to third countries.

The existence of each of data subject's rights

Other than the right to withdraw consent and the right to erasure you have all the data subject rights, as prescribed by the General Data Protection Regulation, namely: The rights:

a) to be informed about the your personal data held by the Data Controller on behalf of the Charity, the purpose(s) for which they are held; the manner in which they are processed; the recipients (if any) of the data;

b) to be given access to your personal data;

c) to rectification – the correction of any error in the data and/or the completion of any incomplete data;

d) to restrict processing – while you have legitimate justifiable concerns about the accuracy, validity or legality of data held by the Charity or the way in which the data are being processed. Data process may be resumed once either the cause(s) of the concern has(have) been rectified or your concerns are demonstrated to be unjustified.

e) to object to processing – while you have reasonable grounds relating to their impact on your particular circumstances and where the legal basis of the processing is Public Task or Legitimate Interest. However, the processing of your data can be resumed if the Data Controller can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims;

The source the personal data originates from and whether it came from publicly accessible sources

Your personal data are not obtained from anyone other than yourself.

Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

The provision of your personal data for this is a statutory requirements under UK taxation and charity legislation.

Failure to provide the data, or the provision of data which are inaccurate or late, render both you and the Charity to significant penalties or legal action.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

The Charity does not use any automated decision-making software in the processing of your personal data. Nor will the charity make your personal data available to any other organisation for such purposes.

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with the Information Commissioner's Office, the supervisory authority for the UK, if you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data and you feel that your reasonable attempts to raise the issues and get them addressed have failed.

Is your information secure?

We take the security of your information very seriously.

We comply with the relevant prevailing legislation which requires us to have in place appropriate security measures at all times, including where we share your information with others.

What additional information do we collect and when?

In addition to the statutory information that we collect, hold and process for the purpose of managing the charity's legal obligations and legitimate interests affairs we also collect and hold:

- ☑ All information you choose to submit to us when you communicate to us by post, e-mail, messaging, or other form of image-based (*eg:* photographs), sound-based (*eg:* sound files) or text-based communication, whether physical (*eg:* ink & paper) or electronic.
- ☑ Copies of any notes that we take, whether physical (*eg:* ink & paper) or electronic, during verbal communications between us (*eg:* telephone; Skype®; Hangouts®).
- ☑ Information on what we communicate to you by post, e-mail, messaging, or other form of image-based or text-based communication whether physical (*eg:* ink & paper) or electronic, including information in all ancillary materials (*eg:* attachments, images, brochures).

Updates to this policy

We will need to update this policy from time to time as our services change.

We will endeavour to tell you in advance by sending a service message to you if we hold your email address. Otherwise, please check Leeds Paraclimbing Club's social media changes to this policy.

If you do not notify us that you wish the information that we hold on you to be deleted (*ie:* to have no further contact with us) we will take it that you accept the changes.