

EMMAUS MOSSLEY

Privacy Statement: Trustees & Trustee Applicants



INTRODUCTION

Emmaus Mossley (“Emmaus”, “we” or “us”) respects your privacy and promises to respect and keep safe any personal data you share with us, either directly or through third parties. We aim to be clear about how we will use your data and not do anything you wouldn’t reasonably expect from us.

This privacy statement aims to give you information on how Emmaus collects and processes your personal data as a trustee. We recognise the need to treat your personal data in an appropriate and lawful manner, in accordance with the UK GDPR as defined in the Data Protection Act 2018.

Controller

Emmaus Mossley is the controller and is responsible for your personal data (collectively referred to as “Emmaus”, “we”, “us” or “our” in this privacy statement).

Contact details

If you have any questions about this privacy statement or our privacy practices, please contact us in the following ways:

Full name of legal entity: Emmaus Mossley

Email address: info@emmausmossley.org.uk

Postal address: Emmaus Mossley, Longlands Mill, Queen Street, Mossley, OL5 9AH

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the United Kingdom (UK) supervisory authority for data protection issues (www.ico.org.uk). However, we would appreciate the chance to deal with your concerns before you approach the ICO so please kindly contact us in the first instance.

WHAT INFORMATION WILL WE COLLECT?

When you become a trustee of Emmaus Mossley we will collect the following information:

- your name and address;
- your nationality, occupation, date and place of birth;
- personal telephone number and email address;
- bank details for payment of expenses;

- information about potential conflicts of interest;
- emergency contact details.

We also conduct a DBS check on all Emmaus Mossley trustees due to the responsible nature of the role. This is repeated every three years.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We may collect personal information about you:

- when you apply to be a trustee of Emmaus Mossley and submit a CV and supporting information;
- when you join the Emmaus Mossley Board of Trustees and provide your information to the organisation;
- annually when you resubmit your information to update Emmaus Mossley's records;
- as a result of any other direct interactions we may have with you as you may provide us with your personal information;
- from publicly available sources.

WHY DO WE COLLECT YOUR INFORMATION?

Emmaus Mossley will only process your personal data in compliance with applicable data protection laws, and where we have a lawful basis to do so. Most commonly, we will use your personal data in the following circumstances:

- where we need to comply with a legal obligation;
- where it is necessary for legitimate interests pursued by us and your interests and fundamental rights do not override these interests;
- where it is necessary for a contract to which you are a party.
- We need all the categories of information in the list above as it is necessary for us to comply with our legal obligations as a charity. The situations in which we will process your personal information are listed below:
- making a decision about your application to join the board of trustees
- registering you as a trustee of the organisation with the Charity Commission and Companies House
- paying you for any expenses incurred through your role as trustee
- corresponding with you regarding meetings and sending papers

- setting up Emmaus Mossley's accounts with banks and other financial organisations
- contacting your next of kin in case of emergency.

IF YOU FAIL TO PROVIDE PERSONAL INFORMATION

If you fail to provide initial personal information when becoming a trustee, we will be unable to register you on Companies House or the Charity Commission. We also may not be able to provide you with information required to carry out your duties as a trustee (such as paying your expenses or supplying you with papers), which may prevent Emmaus UK and you from complying with our legal obligations.

INFORMATION ABOUT CRIMINAL CONVICTIONS

As charity trustees you are obliged to disclose any criminal convictions so we can ensure your suitability to fulfil the role.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

We envisage that we will hold information about criminal convictions and we collect information about unspent criminal convictions as part of the process of considering your application to be a trustee or we may be notified of such information directly by you in the course of your service as trustee of Emmaus UK. We will use information about criminal convictions and offences in the following ways:

- During the application process – The board of trustees will determine whether this is likely to impact on your ability to carry out the role, or pose any potential risk to the organisation.
- During service as trustee – if you receive a criminal conviction during your time as a trustee of Emmaus Mossley, you would be expected to disclose this to the chair of trustees, who would determine whether the conviction is likely to impact on your ability to serve as a trustee, or pose any potential risk to the organisation.

HOW WE STORE YOUR INFORMATION

All personal information held by Emmaus Mossley will be stored in locked cabinets or password protected or restricted access electronic folders. It will only be accessible by people who need to be able to access it to do their role.

The timescales we will retain personal information for are:

- **Those applying to be trustees** – six months from the date of the trustee election or the meeting date for co-option.

- **Elected and co-opted trustees** – for the duration of your time as trusteeship and for six years from the date you cease to be a trustee at Emmaus UK.

At the end of these time periods, all personal information we hold about you will be securely disposed of.

DATA SHARING

We may have to share your data with third parties, including third-party service providers.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.

The following third-party service providers may process personal information about you for the following purposes:

- Charity Commission – for registration as a trustee
- Companies House – for registration as a director
- Emmaus Mossley auditors – as part of their audit
- Financial organisations and banks working on behalf of Emmaus UK
- Any other third-party service provider used by Emmaus Mossley for the provision of administration services and/or IT and communications services
- Professional advisers including lawyers, bankers, auditors and insurers based in the EU or the UK who provide consultancy, banking, legal, insurance and accounting services.

DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of

confidentiality. Details of these measures may be obtained from the senior management team.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please speak to a member of staff, or contact us via: info@emmausmossley.org.uk or send a description of the information you want to see and proof of your identity by post.

WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

AUTOMATED DECISION MAKING

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We do not currently envisage that any decisions will be taken about you using automated means. Any updates will be available via our website.

KEEPING OUR RECORDS UP TO DATE

It is your responsibility to inform us of any changes to your personal details, such as change of address, during your time as a trustee at Emmaus Mossley.

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear by contacting you directly.

If you have any questions, comments or suggestions, please let us know by contacting us.