



Board Members Privacy Notice

Privacy Notice for Active Prospect Board Members

What we need

Active Prospects is a "controller" of the personal information that you provide to us through your application to be a Board Member.

When you apply to be a Board Member of Active Prospects or when you take up office, we will ask you for the following personal information:

- Contact details – name, address, email address, contact telephone number(s), date of birth;
- The details of any member of Active Prospects staff, or current Board Members, to whom you are related or is your partner;
- Equality information – gender, marital status, sexual orientation, ethnicity, religion/belief, disability;
- Details of past and current work and/or personal experience, including previous employment details and referees

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our Board Members for the purposes of complying with our obligations under:

- The Co-Operative and Community Benefit Societies Act 2014 to maintain a register of our Board Members (which includes our Board Members' name, address, the date they entered and left office) and to hold Board meetings, including issuing notices and voting arrangements;
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

Why we need your personal information – contractual purposes

We need to collect your personal information so that we can assess your application for a Board position with Active Prospects and administer your Board membership (if you are successful). This may also involve confirming that the information provided in

your application form is correct and obtaining information from the referees you have provided in support of your application.

Why we need your personal information – legitimate purposes

We also process your personal information in pursuit of our legitimate interests to:

- Issue communications to you to keep you informed about Active Prospects; and
- Provide you with learning and development opportunities to enhance your role as a Board Member.

You have the right to object to us using your personal information for the above purposes. If you wish to ensure your information is not used for this purpose please contact the data controller, Director of Finance & Resources at 1 Castlefield Court, Church Street, Reigate, RH2 0AH. Telephone number : 01737 924235

Why we need your personal information – equality monitoring requirements

We use your personal information relating to your gender, age, marital status, sexual orientation, ethnicity, religion/belief and disability to help us identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories. This is to enable us to promote or maintain equality within Active Prospects.

We also process your personal information to:

- Manage and record any conflicts of interest that may arise from your application or term of office in line with Active Prospects policies; and
- Pay any reasonable expenses claims as a result of your duties as a Board Member. When expenses are requested, we will ask for your bank account details. Such information will be held securely in line with our procedures and data retention policy.

If you do not provide us with all of the personal information that we need to collect then this may affect your ability to become, or remain, a Board Member of Active Prospects.

Other uses of your personal information

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

As a Board Member of Active Prospects, we will also publish your name, along with a short biography and photograph, on our website (www.activeprospects.org.uk). Your

name will also be published in Active Prospects Annual Accounts and Annual Report, and any other relevant corporate publications.

We may also share your name (and contact details where applicable) with training providers to allow you to access online training materials relevant to your governance membership

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes. All third parties we use are asked to confirm they meet all of the necessary legislative requirements for the management and security of data.

We may ask you, in advance, if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by selected employees for the purposes set out above. Where hard copies of documentation are retained in line with Active Prospects data retention schedule, these will be stored securely at Active Prospects Head Office (or secure offsite storage).

We will not ordinarily transfer your data outside the EU. If this position changes and your personal information is proposed to be transferred outside the EU, we will provide you with information regarding the reason for this and safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to administer your Board Membership in line with Active Prospects Rules, Standing Orders, Policies and Procedures, and to safeguard Active Prospects in the event of any claims, complaints, litigation, enquiries or investigations during or following your time as a Board Member. Unless you ask us not to, we will review and possibly delete some of your personal information after you have ceased to be a Board Member for 6 years.

We will keep certain personal information of Board Members for longer in order to keep a record of changes in our Board and Sub-Committee composition. This will include the names of Board Members, along with the dates on which they entered and left office, and a register of office bearer's names, address and dates of office. We need

to do this to comply the Rules of Active Prospects and to demonstrate that our Board and Sub-Committees have been properly and continuously constituted in accordance with these Rules.

We have a more detailed data retention schedule that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and a copy is available on request.

If you have a concern about the way we are collecting or using your personal data, or any questions, please contact the data controller, Director of Finance & Resources at 1 Castlefield Court, Church Street, Reigate, RH2 0AH. Telephone number : 01737 924235

Your rights

- You have a right to request access to the personal information that we hold about you by making a "subject access request";
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.

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