



VICTIMS FIRST NORTHUMBRIA ("VFN")

TRUSTEE PRIVACY NOTICE ("NOTICE")

SUMMARY OF THE NOTICE

- A. The Notice on the following pages applies to all of our current and former trustees.
- B. We aim to ensure that any personal information that we receive or collect about you is used fairly and lawfully by us and is only processed by us in accordance with data protection law.
- C. The purpose of the Notice is to ensure that we are transparent with you and that you trust us with your personal data. The Notice therefore deals with the following questions:
 - 1. What does this Notice cover? (Page 2)
 - 2. Who is responsible for the personal information that we collect? (Page 2)
 - 3. What personal information do we hold about you? (Pages 2-3)
 - 4. How do we use the personal information of third parties? (Page 3)
 - 5. Where do we collect your personal data from? (Page 3-4)
 - 6. Why do we use your personal information and on what legal basis? (Pages 4-5)
 - 7. How do we handle information about criminal convictions? (Page 5)
 - 8. Who may we disclose your personal information to? (Pages 5-6)
 - 9. How secure is the personal information that we collect about you? (Page 6)
 - 10. How long will we keep your personal information? (Page 6)
 - 11. What are your rights in relation to your personal information? (Pages 7-8)
 - 12. When can we make changes to this notice and how will we inform you of those? (Page 8)
- D. Once you have received a copy of this Notice, please read the Notice carefully then sign and date the declaration on page 8 to confirm receipt and return that to the Personal Assistant of The Chief Executive Officer with your signed declaration of eligibility and responsibility.

1. WHAT DOES THIS NOTICE COVER?

1.1 The purpose of this Notice is to make you aware of:

1.1.1 **who** is responsible for the personal information that we collect about you;

1.1.2 **what** personal information we collect;

1.1.3 **how** we will use such personal information;

1.1.4 **who** we may disclose it to; and

1.1.5 **your rights and choices** in relation to your personal information.

1.2 This Notice applies to current and former trustees (together our **trustees**).

1.3 In this Notice references to:

1.3.1 **we, us** or **our** means **Victims First Northumbria** (company number 09480380 and charity number 1164578) based in Northumbria.

1.3.2 **personal information** is information that is about you and which identifies you.

2. WHO IS RESPONSIBLE FOR THE PERSONAL INFORMATION THAT WE COLLECT?

2.1 For the purpose of data protection law we are the controller in respect of the personal information that we collect and use about you in your capacity as trustee of Victims First Northumbria.

2.2 If you have any comments or questions regarding this Notice or the way we use your personal information, please speak to Ruth Parker, CEO.

3. WHAT PERSONAL INFORMATION DO WE HOLD ABOUT YOU?

3.1 In connection with your position as a trustee, we will collect, process and use various categories of personal information about you, including:

3.1.1 name;

3.1.2 contact details (e.g. telephone number(s), home address, and email address);

3.1.3 information received as part of our trustee recruitment process;

3.1.4 information provided as part of a trustee skills audit;

3.1.5 financial information to assist with the assessment and reimbursement of reasonable expenses claimed;

3.1.6 the date that you commence and cease to be a trustee;

3.1.7 details of relevant interests held, and interests and conflicts declared;

3.1.8 declarations made by you (including your declaration of eligibility and responsibility to act as trustee, your declaration that you have read and understand this policy); and

3.1.9 photographs of you.

3.2 We may receive personal information about you from third party sources. For example:

3.2.1 recruitment information may be obtained from, for example, your referees.

- 3.3 Some of the information that we may collect is, under data protection law, deemed to be more sensitive and therefore requires more protection than other types of personal data. Those special categories of data include information concerning your:
- 3.3.1 health (including any medical condition, health and sickness records and details of reasonable adjustments requested/made);
 - 3.3.2 criminal convictions and offence/rehabilitation of offenders (see section 6 below); and
 - 3.3.3 equal opportunities information (including details about your race or ethnicity, religious beliefs and sexual orientation).

4. HOW DO WE USE THE PERSONAL INFORMATION OF THIRD PARTIES?

- 4.1 In the course of your dealings with us you may provide us with personal information relating to third parties, including persons and organisations connected to you.
- 4.2 We will use this personal information in accordance with this Notice.

5. WHY DO WE USE YOUR PERSONAL INFORMATION AND ON WHAT LEGAL BASIS?

- 5.1 Your personal information may be used by us and our staff, and disclosed by us to third parties for the purposes, and on the legal basis, set out below.

Purpose	Legal Basis
Making a decision about your appointment as trustee.	<ul style="list-style-type: none"> • This processing is necessary for our legitimate business interests i.e. our interest in recruiting trustees with the necessary skills and experience.
Administering contract(s) that we may enter into with you.	<ul style="list-style-type: none"> • This processing is necessary for the performance of any contractual obligations owed to you.
To communicate with you about and in relation to matters of governance (e.g. informing you of relevant meetings).	<ul style="list-style-type: none"> • This is in our legitimate interests in order to ensure that we are properly governed and to ensure that the board can properly fulfil its duties.
Making decisions about reimbursement of expenses.	<ul style="list-style-type: none"> • This processing is necessary for our legitimate business interests i.e. to ensure that trustees are reimbursed appropriately for reasonable expenses incurred in performing their trustee duties.
Monitoring attendance at trustee meetings.	<ul style="list-style-type: none"> • This processing is necessary for us to comply with our legal obligations. • This processing is also necessary for our legitimate business interests i.e. ensuring that a quorum of trustee are present when decisions are taken.
Recording accurate minutes of meetings.	<ul style="list-style-type: none"> • This processing is necessary for our legitimate business interests i.e. ensuring records are kept of discussions and resolutions made at meetings to ensure that we fulfil our governance responsibilities.
To monitor your use of our information and communication systems (including	<ul style="list-style-type: none"> • This processing is necessary for our legitimate business interests i.e. ensuring that our resources

Purpose	Legal Basis
our WiFi).	are used for the purposes for which they are provided to trustees and not used for unlawful purposes, or purposes which do not meet the standards of behaviour we expect of our trustees.
Dealing with legal disputes.	<ul style="list-style-type: none"> This processing is necessary for us to comply with our legal obligations.
Complying with our legal or regulatory obligations (including in connection with a court order and our safeguarding obligations) and in doing so, will need to disclose your personal information to third parties, including relevant regulators and our professional advisors (including our lawyers).	<ul style="list-style-type: none"> This processing is necessary for us to comply with our legal obligations i.e. minutes of meetings, annual accounts, reporting to Companies House and the Charity Commission.
To prevent fraud.	<ul style="list-style-type: none"> This processing is necessary for our legitimate business interests i.e. ensuring high levels of probity in our trustees.
To enforce or apply the agreements concerning you (including any agreements between you and us).	<ul style="list-style-type: none"> Depending on the circumstances: <ul style="list-style-type: none"> the processing is carried out for our legitimate business interests in order to conduct and manage our business; or in connection with legal proceedings (i.e. the establishment, exercise or defence of legal claims).

6. HOW DO WE HANDLE INFORMATION ABOUT CRIMINAL CONVICTIONS?

6.1 We will carry out criminal records checks in order to satisfy ourselves that there is nothing in your history (or that of the persons that you are linked to) which we believe makes you unsuitable for the role of trustee.

6.2 If you require further details about how we handle information about criminal convictions, and the safeguards that we have in place when handling such information, please contact Ruth Parker.

7. WHO MAY WE DISCLOSE YOUR PERSONAL INFORMATION TO?

7.1 We may share your personal information with various third parties, including:

7.1.1 Professional advisers (including accountants and lawyers) that assist us in carrying out our business activities.

7.1.2 Our regulators.

8. HOW SECURE IS THE PERSONAL INFORMATION THAT WE COLLECT ABOUT YOU?

8.1 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.

8.2 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.

8.3 We do not envisage needing to transfer your personal information outside the European Economic Area.

9. HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?

9.1 Subject to section 9.2 your personal data will be stored for so long as you are a trustee of Victims First Northumbria and for a period of **seven years** thereafter. We will review this to ensure that the information we hold is relevant and up-to-date during this time.

9.2 The above retention period may be extended in the event that relevant legal or regulatory proceedings are brought. In those circumstances we may need to retain some relevant personal information for as long as is necessary for the purposes of such proceedings.

10. WHAT ARE YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION?

10.1 You have certain rights with respect to your personal information. The rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of those rights.

Your Right	Summary of that Right
Right of access	You have the right to receive a copy of the personal information that we hold about you, free of charge.
Right to rectify	You have the right to ask us to correct personal information that we hold about you where that information is incorrect or incomplete.
Right to erasure	You have the right to ask that your personal information be deleted in certain circumstances. For example (i) where your personal information is no longer necessary in relation to the purposes for which it was collected or otherwise used; (ii) if you object to the use of your personal information (see further below); (iii) if we have used your personal information unlawfully; or (iv) if your personal information needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal information	You have the right to suspend our use of your personal information in certain circumstances. For example, where you think your personal information is inaccurate, and only for such period to enable us to verify the accuracy of your personal information..
Right to data portability	This is the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. However, this right is only available where the use of your personal information is based on consent or for the performance of a contract (please see section 5 above) and when the use of your personal information is carried out by automated (i.e. electronic) means.
Right to object	You have the right to object to the use of your personal information in certain circumstances. For example, where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party).
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal information (however, please see

Your Right	Summary of that Right
	section 5 above).
Right to complain to the Information Commissioner's Office	You have the right to complain to the Information Commissioner's Office, where you think we have not used your personal information in accordance with data protection law.

10.2 If you wish to exercise any of the rights in the table on the previous page, please contact Ruth Parker.

11. WHEN CAN WE MAKE CHANGES TO THIS NOTICE AND HOW WILL WE INFORM YOU OF THOSE?

11.1 This Notice may be updated by the Chief Executive at any time. The updated Notice will take effect as soon as it has been shared with you.

I..... (trustee name), acknowledge that on (date) I received a copy of this Trustee Privacy Notice and that I have read and understood it.

.....

Signature

.....

Date