



Privacy notice for Trustees

We recognise that your privacy is important and we take our responsibility for safeguarding your personal data very seriously. We are committed to being transparent about how we collect and use your data to meet our data protection obligations. As the organisation engaging you as a Trustee, Together Trust needs to keep and process information about you for governance purposes. This notice sets out the basis by which we collect, use and disclose that personal data, as well as your rights in respect of such personal information.

The Together Trust has a Data Protection Officer under the Data Protection Act 2018, who can be contacted;

By email: dataprotection@togethertrust.org.uk

Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

Who we are

At the **Together Trust**, we deliver individual care, support and education services across the North West.

The **Together Trust** is the Data Controller for any personal data you provide to us. Sometimes the charity is also a processor if information is sent and stored by us from other organisations.

The personal data we hold

We collect and store the following kinds of personal information:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- Your National Insurance Number (requested by the Department for Education as part of school census returns)
- details of your qualifications, skills, experience,
- employment history, including start and end dates, with previous employers and with the organisation
- details of membership of any professional bodies, political/special interest groups or mutual support organisations
- details of your bank account (for the purpose of paying any expenses)
- information about your marital status, next of kin, dependants and emergency contacts
- information about your nationality and entitlement to work in the UK;
- information about the results of any DBS checking
- details of training you have participated in
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

Why we use this data

We keep and use your information in order to enable us to run the organisation and manage our relationship with you throughout your time with us and after you have left. The information we hold and process will be used for our management and administrative use and will not be shared with any third parties without your consent, unless necessary under

our legal obligations.

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (i.e. checking entitlement to work in the UK and complying with Financial Reporting Standards)
- We have a legitimate reason; i.e. to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately; during the recruitment process; whilst you are working for us; at the time when your employment ends and after you have left.

Where the organisation processes special categories of personal data, such as information about ethnic origin, sexual orientation, religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with your express consent, which can be withdrawn at any time.

Health details are processed to carry out employment law obligations and may include whether you have a disability for which the organisation needs to make reasonable adjustments.

How we collect your data

Most of the information we hold will have been provided to us from you, but in some cases they might come from external sources, such as referees and information from criminal records checks, permitted by law.

Whenever we seek to collect information, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store your data

Data is stored in a range of different places, including in your personnel file, in the organisation's HR people management systems and in other IT systems (including the organisation's email system).

How long we keep your data for

We will keep your personal information only for as long as we need to and/or are required to. The criteria we use for determining these retention periods is based on various legal requirements; the purpose for which we hold data and whether there is a legitimate reason for continuing to store it (such as in order to deal with any future legal disputes).

Personal information that we no longer need is securely disposed of and/or anonymised so you can no longer be identified from it. We continually review what personal information and records that we hold, and delete what is no longer required. You can request our full retention schedule by contacting our Data Protection Officer.

Access to data

Only those who have a legitimate need to access your personal information will be allowed to do so. This may be shared internally with relevant departments for their job roles such as HR, Finance and IT.

The Together Trust will share your data with third parties outside of the organisation in order to obtain pre-employment references and obtain necessary criminal records checks from the Disclosure and Barring Service. We also make information available to regulatory authorities such as the Charity Commission, Companies House, the Department for Education and other organisations if required by any regulatory or legal authorities.

The Together Trust also shares your data with third parties that process data on our behalf. When we outsource the processing of your information to third parties or provide your information to third party service providers, we oblige those third parties to protect your information with appropriate security measures and prohibit them from using your information for their own purposes or from disclosing your information to others.

Security of information

The Together Trust takes the security of your data seriously. The organisation has both internal policies and processes in place to ensure your data is not lost, misused, disclosed or accessed by anyone, except those who need to use it in the performance of their duties.

Your data is protected physically through locked cabinets and secure buildings and kept electronically secure through encryption and systems restrictions.

Where the Together Trust engages third parties to process personal data, we do so on the basis of written instructions that ensure data is handled securely and appropriate procedures and security put in place.

What are my rights?

Under data protection laws, you have a right to request a copy of some or all of the personal information the Together Trust holds about you. You also have a right to correct inaccurate data, and, in some circumstances, may have a right to request erasure of data, data transfer (or "data portability"), and to object to or restrict processing.

The Together Trust has produced a guide '[Know your rights](#)' to explain these in more detail, which can be found on the Together Trust website or on its intranet, TogetherNet. To exercise any of these rights please contact our [Data Protection Officer](#).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- By email: dataprotection@togethertrust.org.uk
- Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE