

Privacy notice - SASH trustees

This privacy notice was last updated in July 2021.

SASH is committed to keeping your information secure and processing it in accordance with our legal responsibilities under the UK GDPR and the Data Protection Act 2018.

This policy notice applies to SASH trustees and trustee applicants.

Who we are

Safe and Sound Homes (trading as SASH) is a registered charity (charity number 1054890) and a company limited by guarantee (company number 3179309).

SASH's registered address is 107-109 Walmgate, York YO1 9UA
Telephone 01904 652043 or email info@sash-uk.org.uk

SASH is registered with the Information Commissioner's Office under registration reference: Z956107X.

When we process information and our lawful basis for processing

When you apply to SASH as a trustee, we process the information you provide in order to assess your suitability for the position, arrange an interview, and to make any appointment subject to appropriate references, checks and declarations. Under the UK GDPR our lawful basis for processing your information is consent.

If you become a trustee for SASH we process information about you in order to fulfil our legal obligations as a charity. Our lawful basis for processing your information as a trustee is legal obligation.

What information we ask for and why

SASH asks for the following information as part of the recruitment process:

- Your name and contact details
- Your date of birth
- A CV detailing such things as your employment history and any voluntary activity, education and qualifications, training and membership of any professional bodies, skills and experience as relevant to the position
- any offending history you disclose
- contact details for two referees

Where we ask for information to monitor our diversity and equality as an organisation; this is voluntary and only kept in an anonymous, statistical format, separate from the information we keep about you and is not seen by other trustees. This includes asking for gender and gender identity, disability, sexuality, ethnicity and religion.

Under UK GDPR some of the information we ask for and process is classed as 'special category data'. Specifically, this is information relating to:

- Criminal convictions. Our lawful basis for processing this is public interest' together with 'Safeguarding of children and individuals at risk' under the Data Protection Act 2018 (Schedule 1, Para 18).

- Disability, sexuality, religion collected separately through our equality monitoring form. Our lawful basis for processing this is 'archiving, research and statistics' together with 'equality of opportunity or treatment'.

If you are appointed as a trustee, you will also be asked for the following before your appointment:

- A signed declaration of fitness to act as charity trustee (you are declaring that there are no reasons under law to prevent you acting as a trustee such as a bankruptcy order, or disqualification by the Charity Commission or as company director etc)
- A declaration of any conflict of interest, which is renewed annually

Where we store your information

Your information is kept securely on Microsoft 365 which includes SharePoint (file storage and sharing) and Outlook (email) and on the SASH database (hosted by Salesforce and maintained by Real Systems). In addition you will have access to Sharepoint for board papers etc.

Sharing information and third-party processors

Any position as trustee with SASH will be subject to two references and a DBS check. We will share information in order to carry these out.

- Your name is shared with your referees as provided, asking about your suitability as a trustee.
- Your details are shared with GBG in order to carry out a DBS check

SASH also shares information about appointed trustees with the following:

- Prospective funders through the organisation's grant application process
- GBG who are the umbrella organisation we use to process our DBS checks. The DBS is repeated three-yearly for trustees
- The Charity Commission which maintains a list of current trustees for all charities with trustee name, date of appointment and any other charity trustee positions
- Where SASH need to pay you any expenses: Sage (which includes details of payments made to you but not bank details) and CAF Bank (which includes bank details)

As trustees use their personal email address for communication, records of emails between board members etc may be stored on the personal email server(s) of trustees.

In the case of allegations regarding safeguarding, your information may be shared with the Local Authority Designated Officer (LADO).

How long will SASH keep your personal data for?

If your application as trustee is not successful, we will keep a record of your application for 12 months. After this time it will be deleted from our files.

If you are appointed as trustee, records relating to your position will be kept for 6 years after the end of the tax year in which you cease to be a trustee.

Documents that reference your role could be kept longer than six years. For example, minutes from board meetings are likely to include reference to decisions with which you have been involved, and as such may be kept indefinitely.

Concerns or queries about how we use your data

You have the following rights in relation to your data:

Right to access – the right to request a copy of the information we hold about you. SASH does not charge individuals to provide this information.

Right to correct – the right to have your data rectified if it is inaccurate or incomplete. It may be more appropriate to record the correction alongside the historical information.

Right to erase – the right to request that we delete or remove your data from our systems.

The right to restrict use of your data or object to processing – the right to request that we limit the use of your data or stop processing your data.

Whilst these rights are not absolute, SASH will always act within the UK law as well as UK GDPR, the Data Protection Act 2018 and SASH policy. If we cannot comply with your request, we will tell you the reason why.

For general information about your rights see www.ico.org.uk/your-data-matters.

If you want to exercise your rights with respect to your data, or if you would like to know more about how SASH processes your data, please contact the Chief Executive in the first instance or ask for our Subject Access Request policy.

You have the right to make a complaint to the Information Commissioner’s Office (ICO). See www.ico.org.uk/make-a-complaint for how to do this.

Written/Updated By	Quality and Compliance Coordinator	Approved By	Chief Executive
Date of Approval	July 2021	Review Period	12 months
Date of Last Review		Date of Next Review	July 2022