

INFORMATION AUDIT – St Giles Almshouse Resident

This Information Audit applies specifically to the Alms Charity.

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
Appointment Form						
Full Name Address Telephone Email	To contact resident about Almshouse. To undertake maintenance at the property. To provide support & assistance. To provide TV licence.	Necessary for the legitimate interests of the organisation.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Harrison Housing & their contractors. Other maintenance contractors. Camden Careline. TV Licence Authority. Anyone else who may need to make an appointment.	All paper records are scanned & shredded. Electronic files & emails are stored on Office 365.	Retained for as long as they are resident, & for two years after this ceases. Financial records are kept for 7 years. Names & dates of appt are retained for historical record. Any sensitive data is deleted.
Date of Birth Age Gender Marital Status	To check eligibility as we can only accept women over 60.	As above	As above	TV Licence Authority	As above	As above

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Employment history Connection to local area Present accommodation	To assess your current circumstances & determine your priority for a vacancy.	As above	As above	Trustees	As above	As above
Financial Info – income, expenditure, capital & debt	To check your continuing eligibility.	As above	As above	Trustees	As above	The original form is kept as above. This information is updated every 1–2 years to check eligibility.
Disability	To ensure that you are able to live independently. To be able to respond appropriately to any arising health issues.	As above	As above	Trustees. TV Licence Authority.	As above	Retained for as long as they are resident, & for two years after this ceases.
Health & social issues	To ensure that you are able to live independently. To be able to respond appropriately to any arising health issues.	As above Also ask for consent	As above	Trustees. Camden Careline.	As above	The original form is kept as above. This information is updated every 1–2 years to check eligibility.
Convictions	To assess character of applicant	As above	As above	As above	As above	As above

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Nationality Immigration status	To determine your 'Right to Rent'.	As above	As above	Trustees	As above	Retained for as long as they are resident, & for two years after this ceases. Financial records are kept for 7 years.
Notes of conversations during selection interviews	To assess your current circumstances & determine your priority for a vacancy.	As above	As above	Trustees	As above	As above
Appointment Form						
NHS Number GP practice GP name GP address	To contact GP to request a medical reference prior to full appointment. With permission, to contact GP if resident has a medical need/emergency.	Necessary for the legitimate interests of the organisation. Ask for consent.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Trustees. Camden Careline.	As above	As above

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Reference contact details Referee responses	To ask for a character reference prior to appointment as a resident.	Necessary for the legitimate interests of the organisation.	As above	None	As above	As above
National Insurance Number	To apply for ARC concessionary TV Licences.	As above	As above	TV Licence Authority	As above	As above
Emergency contact	To contact someone about your residence at the Almshouse, particularly in an emergency.	As above	As above	None	As above	As above – updated every 1-2 years
Next of Kin	To contact someone about your residence at the Almshouse, particularly in an emergency.	As above	As above	None	As above	As above – updated every 1-2 years
Information about Will, Powers of Attorney, & funeral plan	To know what is/is not in place should a resident pass away, as some have few family members to help.	As above	As above	None	As above	As above – updated every 1-2 years

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Other Information						
Letter of Appointment	To have a formal agreement with the resident.	As above Contract	As above	Trustees	As above	As above
Dietary requirements	To provide suitable food at Summer Tea party & at Christmas Meal.	As above	As above	Catering suppliers/ restaurants.	As above	As above
MMC records including Housing Benefit letters & records	To ensure that Monthly Maintenance Contribution is paid in full each month.	As above	As above	Name & financial records are shared with Independent Examiners.	As above	As above
Bank details	To repay any MMC overpayments.	As above	As above	Bank	Stored in online banking system.	As above