

INFORMATION AUDIT – St Giles Almshouse Waiting List

This Information Audit applies specifically to the Alms Charity. Please note that we keep basic information about applicants beyond the retention period for historical records and reports.

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
Expression of Interest Form						
Full Name Address Telephone Email	To contact applicant to inform them of potential vacancies & ask if they would like to remain on the waiting list.	Necessary for the legitimate interests of the organisation.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	None	All paper records are scanned & shredded. Electronic files & emails are stored on Office 365.	Updated annually & data deleted if no longer needed. We keep a basic record (initials & postcode).
Date of Birth Age Gender Marital Status	To check eligibility as we can only accept women over 60.	As above	As above	None	As above	As above
Financial Information Connection to Area	To check eligibility in accordance with our constitution.	As above	As above	None	As above	As above

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
Application Form						
Full Name Address Telephone Email	To contact applicant to let them know outcome of their application & to arrange an interview, if needed.	Necessary for the legitimate interests of the organisation.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Trustees	All paper records are scanned & shredded. Electronic files & emails are stored on Office 365.	Updated annually & data deleted if no longer needed. We keep a basic record (initials & postcode).
Date of Birth Age Gender Marital Status	To check eligibility as we can only accept women over 60.	As above	As above	Trustees	As above	As above
Employment history Connection to local area Present accommodation Detailed Financial Info – income, expenditure, capital & debt	To assess your current circumstances & determine your priority for a vacancy.	As above	As above	Trustees	As above	Data is deleted 12 months after the selection process is complete. If there is a new vacancy, then you will have to complete a new application form.

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Health & social issues	To assess your current circumstances & determine your priority for a vacancy. To ensure that you are able to live independently.	As above Also ask	As above	Trustees	As above	As above
Convictions	To assess character of applicant	As above	As above	Trustees	As above	As above
Nationality Immigration status	To determine your 'Right to Rent'.	As above	As above	Trustees	As above	As above
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