

**INFORMATION AUDIT – Directors**

This Information Audit applies to both the Alms and Education charities. As two small charities, we often use local networks or online networks to advertise and recruit new Directors. We do not have a standard application form and monitoring form but ask anyone who is interested in the role to send a CV and covering letter, in accordance with our Director recruitment and selection policy.

<b>Information gathered &amp; retained</b>	<b>Purpose of processing</b>	<b>Legal basis for processing</b>	<b>Assessment of data subjects' interests</b>	<b>Shared with anyone</b>	<b>Storage of Data</b>	<b>Duration of retention</b>
<b>Application Process</b>						
Full Name Address Telephone Email	To contact them about their application to become a Director & arrange interviews etc.	Necessary for the legitimate interests of the organisation.	Impact on data subjects' rights & freedoms is very low.  Processing is in data subjects' interest.	Directors	Electronic files & emails are stored on Office 365.	Applications will be retained until 6 months after a new Director has been appointed, then they will be securely deleted.  We do keep a summary of all recruitment exercises including names, dates & advertisement methods but not address or CVs.

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Employment history Education Training Other skills & interests	To assess your application to select a new Director.	As above	As above	Directors	As above	As above
Age Date of Birth Ethnicity Nationality	We do not use a diversity questionnaire for potential applicants, but this information is sometimes provided.	As above	As above	None	As above	As above
Interview notes & scoring sheets	To assess your application to select a new Director.	As above	As above	Directors	As above	As above
Reference contact details Referee responses	To ask for a character/work reference prior to appointment as a resident.	Necessary for the legitimate interests of the organisation.	As above	None	As above	As above

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<b>Appointed Directors</b>						
Full Name Address (previous address) Telephone Email	To check that they are not disqualified from becoming a Director. To appoint them as Director. To send them information regarding the charity's business. To complete "Know your Client" info.	Necessary for the legitimate interests of the organisation. Legal Obligations – anti money laundering regulations.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Directors. Companies House. Banks. Accountants. Investment Managements. Solicitors.	Electronic files for each Director is stored on Office 365.	Companies House require us to keep records of Directorships in perpetuity (as they do). Related party forms are part of financial records & should be kept for 7 years. Where possible, the charity will minimise the information being kept – remove individual file & delete from contacts etc.
Date of Birth Occupation Nationality Town of Birth Country of Birth Nationality Tax Residency	To appoint them as a Director. To complete "Know your client" info.	As above	As above	Companies House	As above	As above

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Trustee declaration	To ensure that you are not disqualified from becoming a Director.	Legal Obligation – charity law.	As above	None	As above	As above
Information about other Directorships/ trusteeships	To create a Register of Interests & identify & manage & conflicts of interest.	Legitimate Interests.  Legal Obligation – SORP.	As above	Directors. Accountants.	As above	Updated annually as part of independent examination.  Otherwise as above.
Information about Directorships/ Trusteeships of near family members	To create a Register of Interests, & identify & manage any conflicts of interest.	As above	As above	Directors. Accountants.	As above	As above
Bank details	To reimburse any expenses.	As above	As above	Bank	Stored in online banking system.	As above