

Privacy Notice for Trustee/Committee Applicants



Citizens Advice Scotland (CAS) is aware of its obligations under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018) and is committed to processing your data securely and transparently.

It is important that you read this notice so that you are aware of how and why we are using your data. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

Data Controller Details

CAS is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

Citizens Advice Scotland
2 Powderhall Road
Broadside
Edinburgh
EH7 4GB
DPO@cas.org.uk.

Types of Data We Process

As a Trustee/Committee applicant, CAS will hold data about you, including:

- > your personal details e.g. name, title, address, personal email address, personal phone numbers.
- > whether or not you have a disability.
- > employment and education history e.g. information from your CV.

How We Collect Your Data

Trustees

As a trustee applicant your data will be collected by CAS via email as part of the Trustee appointment process.

Committee Members

As a committee applicant your data will be collected by CAS via email. Personal data is kept in personnel files or within the CAS's HR and IT systems.

Why We Process Your Data

We collect and process your personal data for a number of purposes and where we have a legal basis to do so as follows:

- We have a legitimate interest during the Trustee/Committee member appointment process to assess suitability for the role and for keeping records of the process.
- Contract: it is necessary for us to enter into an arrangement to appoint a Trustee/Committee Member.
- In order to respond to and defend against legal claims.
- In some cases, to ensure that we are complying with our legal obligations.

Special Categories of Data

We may process special categories of personal data about Trustees or Committee Members where this is necessary, and we have a lawful basis to do so. For example:

- We may process health information where it is necessary to make reasonable adjustments for individuals who require additional support to during the appointment process.
- We may process information about ethnic origin, sexual orientation, health or religion or beliefs, for equal opportunity monitoring purposes only.

Our processing of these types of data will be carried out on the basis that it is necessary for us to meet our obligations or exercise our rights under law related to employment, for reasons in the public interest (i.e. equal opportunities monitoring), or where we have your explicit consent.

We also rely on processing conditions in paragraph 1(1) (a) and paragraph 8(1) (a) and (b) of Schedule 1 of the DPA 2018. These relate to the processing of special category data for employment purposes and equal opportunity monitoring. Further information can be found in our Appropriate Policy Document.

Criminal Convictions Data

You will be asked to complete a Criminal Convictions Declaration Form as part of the Trustee/Committee Member appointment process. We may also ask for further information on criminal convictions during your appointment should this be deemed necessary.

We are processing data in this way because it is necessary for legitimate interests pursued by us, and further because it is necessary for:

- the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security, or social protection. (Paragraph 1(1)(a), Schedule 1, DPA 2018.)
- one or more of the substantial public interest conditions in Part 2, Schedule 1 such as detecting unlawful acts (Paragraph 10(1) and (2), Schedule 1, DPA 2018.)

Further information can be found in our Appropriate Policy Document.

Sharing Your Data

Your data will be shared with colleagues within CAS where it is necessary for them to undertake their duties regarding appointment of a Trustee or Committee Member.

Your data will be shared with third parties if you are successful in your application. In these circumstances, we will share your data in order to update Companies House.

How Long We Keep Your Data For

External & Internal Trustees

If your application is successful and you are elected by members, your data will be kept in line with the retention periods outlined in the employee and volunteer privacy notice which will be provided to you.

If you met the standards but are not elected by members, we will retain your data for fifteen months in case the outcome of the appointment process changes or other suitable vacancies arise. At the end of this period, we will delete or destroy your data.

If your application is unsuccessful, we will delete or destroy your data at the end of the appointment process.

Committee Members

If you are elected by members your data will be kept in line with the retention periods outlined in the employee and volunteer privacy notice which will be provided to you.

If you are not elected by members, we will retain your data for fifteen months in case any committee vacancies arise.

Your Rights in Relation to Your Data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- > the right to be informed.
- > the right of access.
- > the right for any inaccuracies to be corrected.
- > the right to have information deleted.
- > the right to restrict the processing of the data.
- > the right to portability.
- > the right to object to the inclusion of any information.
- > the right to regulate any automated decision-making and profiling of personal data.

If you wish to exercise any of the rights explained above, please contact the CAS Data Protection Officer by email at DPO@cas.org.uk or in writing to the address detailed above, marking your letter for the attention of The Data Protection Officer.

Making A Complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able

to make a complaint to the ICO by post at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, email: casework@ico.org.uk or telephone 0303 123 1113.

Last Updated: April 2023