

## **Canal & River Trust Privacy Schedule for Governance Participants and Local Stakeholders**

This schedule sets out the details of our processing of personal information of our governance participants including national and local governance participants such as Trustees, members of Council and Regional Advisory Board and National Advisory Group members and other national and local user group members as well as local stakeholders such as members of the public who interact with the Trust at all levels to express an interest in the work of the Trust or for advice, feedback, complaint and comment.

### **What Information We Collect About You**

Depending on the circumstances and your exact governance role or relationship with the Trust, we may hold and process some or all of the following about you:

- your name, date of birth and gender
- your address and contact details, including email address and telephone number
- your photograph
- identity documents (including copy of passport and proof of recent address)
- biographical details of your qualifications, skills, experience and employment history (including start and end dates) with previous employers and with the Trust
- information regarding your other interests (including paid and unpaid positions held with other organisations)
- expenses details (including travel and accommodation whilst attending Trust related events and meetings)
- how you would like to hear from us
- your bank account details
- details on any unspent convictions
- your attendance at Trust related events
- your area of interest in the Trust's work

### **How We Use Your Information**

Your personal data may be collected in a variety of ways. For example, for Governance participants, through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed and biographical information and photograph supplied by you at the start of or during your period of involvement with the Trust; from correspondence with you; or through interviews or meetings or events.

We may take photographs of governance participants during attendance at Trust related events and meetings.

Personal data may also be collected about governance participants from third parties, such as references supplied by former employers and information from criminal records checks where appropriate for the role.

For those individuals who interact with the Trust in respect of an area of interest in the work of the Trust or for general advice, feedback, complaints and other comment, we will collect your name and contact details as well as the substance of your area of interest, complaint or other communication.

Personal data will be stored securely in a range of different places in the Trust's information management systems.

Physical certified copies of Trustee identity documents will be kept in a secure location under the sole control of the Trust's Legal & Governance Services team.

## **Legal Basis for Processing Your Personal Information**

Some personal information is necessary for us to collect and process under our legal obligations. For example, we need to collect and retain certain information relating to our Trustees as they are also the legal directors of the Trust and we need to provide proof of identity and residential address of Trustees under money laundering regulations.

We ask for details of unspent convictions in relation to safeguarding children and vulnerable adults.

Other personal information is essential for us to collect, organise and share in order to identify and communicate with our governance participants in an effective and efficient manner and we see this processing as within our legitimate interest. We need your bank account details to reimburse expenses of governance participants. We see this as within our legitimate interest to process personal details of governance participants in this way.

For other local stakeholders, we need to process this information so that we can resolve the query or complaint in question and follow up with those individuals that have contacted us and expressed an interest in the outcome. We also need to group our local stakeholders together in our information management systems in order to effectively organise our charitable resources and focus our efforts and communications in the most efficient way possible. We therefore rely on our legitimate interest in processing your personal data in these circumstances.

## **How We Share This Data**

The name, email address, photograph, biographical detail and other interests of governance participants may be shared internally within the Trust and with other governance participants in the Trust.

Names, photographs and biographical information of governance participants may be put onto the Trust's website and used in digital and hard copy Trust and third-party materials used to promote the work of the Trust.

The Trust may share personal data of governance participants with third parties in order to obtain references from other organisations that you are involved with, and obtain necessary criminal records checks from the Disclosure and Barring Service.

We may share personal data of Trustees with third parties such as banks and other financial service providers required to perform customer due diligence under money laundering legislation.

Where governance participants are involved in Trust projects with partner charities or societies then your information may be shared with them. We ensure that they only have access to data necessary for the project and that they process your data only in accordance with your data protection rights.

We may also share data of governance participants with some or all of the following third parties that process data on our behalf:

- external legal advisors, employer's insurance policy providers and loss adjustors
- external auditors and other consultants and research companies
- regulators (e.g. Companies House, Charity Commission)