

## Trustee Privacy Notice

Last Revised: 25<sup>th</sup> February 2019

### 1. Introduction

Glasgow Caledonian University (GCU) Students' Association ("we", "our" or "us") is a charitable organisation whose registered address is 70 Cowcaddens Road, Glasgow, G4 0BA. We are a registered Scottish charity, number SC022887 and we are registered with the Information Commissioner's Office, with Registration Number Z5904134.

We promise to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

All of your personal information will be treated in accordance with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and the data protection principles, as set out in our Data Protection Policy.

### 2. Where we collect information about you from

GCU Students' Association is a 'data controller' and gathers and uses certain information about you. Where we are also a 'data processor', we will process information received from third parties about you.

We collect information in the following ways:

#### **When you give it to us DIRECTLY**

Individuals either apply or are elected to become a Trustee of GCU Students' Association. Individuals that apply to become a Trustee submit a personal statement outlining how they meet the Trustee Person Specification criteria and submit their CV.

All prospective trustees complete a Charity Trustee Declaration Form and Trustees that are appointed or elected will complete a Basic Disclosure to confirm they are not disqualified from acting as a charity trustee.

Trustees are required to annually complete a Register of Interests Form to compile a Register of Interests for the Trustee Board to manage Conflicts of Interests. This includes information on individuals' current and previous employment, appointments, offices and directorships, kinship relationships, trade union membership, involvement in businesses or any other material interest.

All Trustees must register an account on our website in order to access Trustee Board resources, including papers for meetings. The online account also allows Trustees to sign up for events, purchase

our products or communicate with us. When you give us this information we take responsibility for looking after it.

#### **When you give permission to OTHER ORGANISATIONS to share**

Your information may be shared with us by independent organisations. These independent third parties will only do so when you have indicated that you have given consent to share this data with us. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

#### **SOCIAL MEDIA**

Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from those accounts or services.

#### **When we collect it as you use our WEBSITES**

Like most websites, we use “cookies” to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They’re small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields. There are more details in our [Cookies Statement](#).

In addition, the type of device you’re using to access our website and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have and what operating system you’re using. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

#### **Information available PUBLICALLY**

This may include information that has been published in articles/newspapers.

### **3. What personal data we collect and how we use it**

The legal basis for processing information for Trustees is relying on our legal duties and responsibilities under the Charities and Trustee Investment (Scotland) Act 2005, you providing consent (such as for membership emails or direct marketing purposes) and through legitimate interests in managing your trustee and governance responsibilities and supporting you as a volunteer. We may collect and use your personal information for statistical and archive purposes in the public interest.

This information includes, but is not limited to:

- Name
- Date of Birth
- Email Address
- Photos

- Nationality
- Telephone Number
- Address/es (including length of time at current and previous addresses)
- Information required to complete a Basic Disclosure
- Your bank details to facilitate payments and act as a bank signatory
- Information supplied by you through the application process, such as on your personal statement and CV
- Meetings attendance
- Contributions made at meetings, as recorded in minutes.
- Information relating to your next of kin for use in emergency circumstances
- Any disabilities or access needs so that we can provide assistance where needed
- Research responses
- Diversity Monitoring Information

In addition we will use your data to:

- Provide you with the services, products or information you asked for
- Support you as a volunteer, including registering you for external training, conferences or events
- Keep a record of your relationship and involvement with us
- Ensure we know how you prefer to be contacted
- Understand how we can improve our services, products or information

#### **4. How we keep your data safe and who has access**

Personal data collected and processed by us may be shared and access is restricted to relevant employees of GCU Students' Association and under strictly controlled conditions the following groups where necessary:

- Contractors
- Advisors
- Agents
- Service provider partners

When we allow access to your information, we will always have complete control of what they see, what they are allowed to do with it and how long they can see it. We do not sell or share your personal information for other organisations to use.

Information may be held at our offices, on GCU IT servers and with third party agencies, service providers, representatives and agents. GCU Students' Association use [One Voice Digital](#) as our website and membership system provider. We also collect information using [Jotform](#), [Doodle](#) and [Survey Monkey](#), who have their own privacy notices.

Some of our suppliers or service providers run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as organisations based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information please be advised that we may transfer, store or process your personal information at a location outside the EEA.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained employees and contractors.

We will share information with third parties only in support of your role as a Trustee of GCU Students' Association, for example to the Office of the Scottish Charity Regulator (OSCR), external auditors, insurers or bank. We take the security of your data seriously and will never sell on your data or use it for any other purpose other than for which it was collected. Where we share your personal information with third parties we ensure that we have appropriate measures in place to safeguard your personal information and to ensure that is solely used for legitimate purposes in line with this Privacy Notice.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

We keep your information for no longer than necessary for the purposes for which the personal information is processed. Further details can be found in our Retention Schedule.

## **5. Publishing Information**

As a member led charitable organisation it is important that our Trustees are known to our members. For example we publish the names of all trustees, photos and a short statement provided by each Trustee online, in print and on our social media. The name of each Trustee is also included within the annual audited accounts and minutes that are available on our website. A Register of Interests that includes information on each Trustee is available on our website. You may opt into contributing to other promotional activity on the role of being a Trustee.

## **6. Marketing & Communications Preferences**

You will receive communications from us in relation to your role as a Trustee of GCU Students' Association. This may through emails, telephone and post. You can chose to opt into any informal Trustee group such as WhatsApp or any other social networking platform utilised. The names, telephone numbers and email address of Trustees are normally shared with all Trustees.

When you register on our website you can opt into receiving these membership or marketing emails. When we advertise external companies this generates income that supports providing the services we offer. We do not sell or share personal details to third parties for the purposes of marketing. You may opt out of membership or marketing email communications at any stage by clicking the link at the

bottom of each email we send you or by logging into your account on our website and changing your communication preferences.

## 7. Keeping your information up to date

We really appreciate it if you let us know if your contact details change. Contact us on 0141 331 3886 or [dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk).

## 8. Understanding the detail of our data security measures

When we process your data we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

We use [One Voice Digital](#) as our website and membership system provider. One Voice Digital keeps these systems safe and secure in line with industry best practice. There is a Data Processing Agreement between GCU Students' Association and One Voice Digital.

We do not store any sensitive card data on our systems following online transactions. We use payment processor contracted through our website provider [One Voice Digital](#) to handle these matters. Payments taken in store are handled through [Worldpay](#).

## 9. Your rights

The [General Data Protection Regulations \(GDPR\)](#) sets out rights for individuals.

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for then we will do so. Contact us on 0141 331 3886 or [dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk).

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them. If you want to access your information we ask you to make a [Subject Access Request](#).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns.
- Erase your information or tell us to stop using it to make decisions about you.
- Comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing.
- Provide you with a portable electronic copy of data you've given us.

## 10. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

If you have any questions or concerns please send these to [dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk). You can see further information and guidance from the [Information Commissioner's Office](#).