

Trustee Application Process Information Assurance Statement

The information you give us on the application form and during the recruitment process will be used to help us decide whether or not to appoint you as a trustee. This is our “legitimate interests” under data protection law. It will only be seen by staff and trustees involved in the recruitment process and will be stored securely. We will retain unsuccessful applicants’ forms for a limited time in accordance with our data retention policy.

If you are appointed we will collect and retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details and over time records of induction, training and appraisal. All such information will be kept securely and only those people who need to see your information will have access to it.

You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted. There is more information about these rights on the Information Commissioner’s Office website: www.ico.org.uk

If you have any questions about the use of your data please contact our CEO, Angela Kerr, angela@citizensadvicesouthsomerset.org.uk