**Privacy Statement for Community Board Director Personal Details and Diversity Information Forms**

1. Purpose of our privacy statement
	1. Under the Data Protection Act 1998 and the General Data Protection Regulation, Avenue Services (NW) Limited (Avenue Services), a subsidiary of Sanctuary Group (the Group) are required to explain to you why we are asking for this information about you, how we intend to use the information you provide and whether we will share this with anyone else.
2. Our data protection officer
	1. Our Data Protection Officer is responsible for overseeing what we do with your information and monitoring our compliance with data protection laws.
	2. If you have any concerns or questions about our use of your personal data, you can contact our Data Protection Officer by writing to The Data Protection Officer, Sanctuary House, Chamber Court, Castle Street, Worcester, Worcestershire, WR1 3ZQ or emailing data.protection@sanctuary-housing.co.uk
3. Why are we collecting your information?
	1. The information that you provide to us on your application form, diversity statement and any other correspondence you submit during the course of your application to join us as a board director, is required in order for us to process your application appropriately and in line with current legislation. Without this information, we will not be able to consider your application. While the equality and diversity information is completely voluntary it does help us with our commitment to ensure board diversity and allows us to understand your individual needs.
4. What information are we collecting?
	1. The only information which we are collecting about you is the information which you provide to us during the course of your application. Some of the information which we collect will be special categories of personal data (also called sensitive personal data), which includes information about your health and ethnic origin.
5. What we are going to do with your information
	1. The information you provide to us will be used for the following purposes:
		1. It will be stored and used by us in accordance with this privacy statement and also in accordance with your rights under the Data Protection Act 1998 and the General Data Protection Regulation.
		2. It will be collected and used by us fairly and openly for the purpose of processing your application. This information may be shared with regulators where we have a statutory or regulatory obligation to provide the information.
	2. Some of the information which we collect will be special categories of personal data (also called sensitive personal data), such as information about your ethnic background or any disability you may have. This information not only enables us to monitor board diversity, which is an important element of maintaining good governance, it means we can provide a tailored service that meets your needs. For example, sending board papers in larger font or ensuring adequate access provisions to buildings where board meetings are to be held. By providing us with this information, you consent to our use of this information for this purpose.
6. What is the legal basis for using your information?
	1. In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal basis for processing personal data which are set out in the data protection laws.
	2. The lawful basis on which we rely in order to use the information which we collect about you for the purposes set out in this notice will be:
		1. you have provided consent to our use of your information; and
		2. using your information in this way is necessary for us to serve the board of which you are applying to become a director.

6.3 The lawful basis on which we rely in order to use your special categories of personal data which we collect about you will be that you have provided your explicit consent to our use of your information.

1. Sharing your information
	1. We may also be required to share your information with our regulators who are permitted access to this information by virtue of regulation or law, and with other third parties where we have a legal obligation to share the information with them.
2. Transferring your information abroad
	1. We will not transfer the information you provide to us outside of the European Economic Area.
3. Security of your information
	1. The information that you provide will be stored securely on our systems and the forms that you complete will be shredded. Our security measures and procedures reflect the seriousness with which we approach security and the value we attach to your information.
	2. Only relevant members of staff will have access to the information you provide to us.
4. Can we use your information for any other purpose?
	1. In limited circumstances we may use your information for a purpose other than those set out in this policy. If we intend to do so, we will provide you with information relating to that other purpose before using it for the new purpose, if we are able to do so.
5. Storing your information and deleting it

We will store the personal data which you provide to us for as long as you remain a candidate. Once you are no longer a candidate of ours, we will review the information which we hold concerning you and determine whether there are any reasons why we need to continue holding that information. Once the identified purpose comes to an end, unless there is another identifiable purpose for which it is necessary to hold on to your information, we will delete your information.

1. Your rights
	1. In relation to the information which we hold about you, you are entitled to:
		1. Ask us for access to the information.
		2. Ask us to rectify the information where it is inaccurate or is incomplete.
		3. Ask us to erase the information and take steps to ask others who we have shared your information with to also erase it.
		4. Ask us to limit what we do with your information.
		5. Object to our use of your information and ask us to stop that use.
	2. Our obligations to comply with the above rights are subject to certain exemptions.
	3. Where we are using your information because you have provided your consent to that use, you are entitled to withdraw your consent at any time. The lawfulness of our use of your information before consent was withdrawn is not affected.
	4. To exercise any of the rights referred to above, you should contact our Data Protection Officer by writing to The Data Protection Officer, Sanctuary House, Chamber Court, Castle Street, Worcester, Worcestershire, WR1 3ZQ or emailing data.protection@sanctuary-housing.co.uk.
	5. You also have the right to complain to the Information Commissioner's Office (the "ICO") if you are not satisfied with the way we use your information. You can contact the ICO by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.