

Privacy Notice – Trustees & Advisory Committee Members

In accordance with the General Data Protection Regulations 2018, SOHTIS has developed a Privacy Policy which outlines their commitment to handling your personal information with care and within the law. This policy is available for your information by contact enquiries@sohtis.org.

We have summarised this and request the permission to hold your personal information as described below:

WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

As a Trustee or Advisory Committee Member, SOHTIS collects this personal information in order to:

- comply with the requirements of Companies House and OSCR
- secure of external funding
- promote the activities of SOHTIS
- enable the development of a comprehensive picture of our governance and how it can be effective
- inform the development of recruitment and retention policies
- enable monitoring of selected protected characteristics

WHAT PERSONAL INFORMATION DO WE COLLECT?

The personal information which we collect may include identifiers such as your:

- name
- address (including previous addresses)
- email address and telephone number
- date of birth
- national insurance number
- bank account details
- employment history
- photographs taken by SOHTIS
- nationality, religion and sexuality

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We are committed to securing the personal information we hold in line with our Data Protection Policy, using secure physical safeguards (eg. locked filing cabinets with limited access) and secure IT systems (eg. password protected computers and systems with limited access).

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We will not share information about you with third parties without your consent unless the law allows or requires us to do so. We are required to share some of your personal data with:

- SOHTIS Trustees and Advisory Committee Members
- Companies House and OSCR
- banks where SOHTIS have bank accounts
- grant funders
- the public via publicity materials including our website

We require you to sign in agreement that you understand our compliance with GDPR and confirming permission for us to use your data as detailed above.

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|--------------------|--|--------------|--|
| PRINT NAME: | | DATE: | |
| SIGNATURE: | | | |

If you would like further information or would like to discuss this in more detail, please contact:

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Development Manager
enquiries@sohtis.org