

Privacy Policy

Introduction

The Boaz Trust is a Christian charity working to end destitution amongst asylum seekers and refugees. Our vision is to see life in all its fullness for people seeking sanctuary in the UK. To find out more about us, see the 'About us' section of our website.

The law on data protection is changing in May 2018, when the new EU-wide General Data Protection Regulation (GDPR) comes into force. This new regulation gives you greater control over how information about you is stored and used by organisations like Boaz. We have undertaken an audit of all the personal information we hold at Boaz, and put into place new processes and systems to make sure we are working in line with the regulations. This policy is part of that process.

If you have any queries about our privacy policy please email privacy@boaztrust.org.uk or call us on 0161 202 1056. Please note that as we prepare for the implementation of GDPR, this policy will be updated, and we will ensure that the latest version is always available on our website.

Who are we?

The Boaz Trust is a Christian charity serving destitute asylum seekers and refugees in Greater Manchester by providing accommodation and support. We are a charity registered in England and Wales (Number 1110344). Our registered office is at the Boaz Trust, Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD.

For the purposes of this Policy, 'us', 'we' and 'our' refer to the Boaz Trust.

What is this policy about?

The Boaz Trust is committed to protecting your privacy and the personal information you provide us with. In line with our values, we want to treat you - and your personal information - with respect and dignity. It is important to us that you have confidence in us as an organisation, and that you trust us to look after your information. This policy explains how we collect, use and store your personal information, and also explains the rights you have under the 2018 regulations.

At Boaz, we have relationships with different people, from clients and supporters to volunteers and staff. For each type of relationship, we collect different personal information and this data might be used and stored in different ways. We have created specific privacy notices providing more detailed information as to how we process your information, depending on the particular connection or relationship

you have with Boaz. These privacy notices are all in the appendix at the end of this policy.

Your rights

Under GDPR, you have 8 specific rights when it comes to your personal information.

1. **The right to be informed**- meaning you should be given clear information about what personal information we keep, why we keep it and how it is used and stored.
2. **The right of access**- meaning you can ask us for a copy of all the personal information we hold about you and you can ask us questions to make sure that we are processing your information legally.
3. **The right to rectification**- meaning that if the personal information we have is wrong or incomplete, you can tell us so that we only keep accurate information that you have chosen to share with us.
4. **The right to erasure**- meaning that you can ask us to erase all your personal information. This is sometimes known as 'the right to be forgotten'. There are some occasions when we may have a legal obligation or legitimate interest to keep certain information about you, even if you no longer want to be on our records, for example in terms of processing financial information, or keeping records in case of a future claim.
5. **The right to restrict processing**- meaning that you can ask us to keep your information but only use it for certain purposes, for example you may want to only receive certain types of information from us.
6. **The right to data portability**- meaning that you can ask for your data to be transferred to another system. This is not something that is currently relevant to our work at Boaz, but an example would be if you use a price comparison website to compare different bank accounts, you have the right to tell your current bank to share relevant information with another account provider.
7. **The right to object**- meaning that if you are unhappy with the way we have processed your data, for example if we keep writing to you when you have asked us not to, you can tell us and we must respond.
8. **Rights in relation to automated decision making and profiling**- meaning that we need to tell you if we use any systems which automatically use your personal information without human involvement. There is more information about this and all the other rights on the [Information Commissioners Office website here](#).

What information do we collect?

We collect personal information, or data, each time you interact with us. For example when you are referred in to our service for accommodation, when you

make a donation, request information, apply for a job or volunteer opportunity, sign up for an event, provide feedback or otherwise provide your personal details.

We collect information from third parties, for example fundraising sites like Give.net or from referral agencies, where you have given your consent. You may wish to check the privacy policies of these organisations to find out more information on how they will process your data.

When you visit our website, we collect non-personal data such as details of pages visited and time and location data. Website usage information is collected using cookies (see the section on Cookies below).

We may collect publicly available information, for example from Companies House, Charity Commission, or information published in newspapers.

What do we do with your information?

Please note that more detailed information is given in the privacy notices at the end of this policy.

Clients – we may use the personal information we collect from you (and / or the organisation who referred you) to:

- arrange an initial contact meeting to understand your situation and find out whether we are able to offer you accommodation and support
- provide you with any services (accommodation and support) we have agreed with you
- share information with other organisations, for example with your original referrer, or with legal or medical services

Our use of your information is always subject to our confidentiality policy and your support worker will explain this to you.

Supporters – we may use the personal data we collect from you to:

- keep you up to date with news and stories about our work
- process any donations you give to us including claiming gift aid on your donations if authorised by you to do so
- thank you for your donations and invite you to continue to support us financially and non-financially, for example through volunteering or praying
- provide you with any information you have requested
- keep a record of your relationship with us

- analyse the personal information we collect about you and use publicly available information to aid our understanding of our supporters to help provide the right information at the right time to the right supporters
- conduct research to aid our understanding of our supporters and their views so that we can improve and develop our services, which may include contacting you to ask for your comments and opinions

We will always do this in compliance with our own Fundraising Commitment and with rules set out by the Fundraising Regulator.

Volunteers and Job applicants - we may use the personal information we collect from you to:

- process and consider your application for a role at the Boaz Trust. Your information will only be shared with our staff involved in the recruitment process
- share specific and appropriate elements of your personal data, for example, your contact details, with other staff team members that you will be working with should your application be successful

Employees – we may use the personal information we collect from you to:

- fulfil our contractual obligations to you, such as paying you
- ensure we are treating you as we've committed to, for example under our sickness absence policy
- provide references at your request should you move on

Sharing your information

Sometimes we may need to share your information, with your consent. We may also have to share information if it is required by a law enforcement agency or by a regulatory body, for example the HMRC for processing gift aid on donations. We do not share your information with any other organisations for their marketing purposes.

We may use other organisations to carry out tasks on our behalf, including processing donations (for example we receive online donations from Stewardship), sending emails (such as using Mailchimp to send our newsletters) and sending text messages (we currently use the Text Local service to send client appointment reminders). We will provide these organisations with only the information needed to deliver these services, and they are not permitted to use or store your data for any other purpose.

We may share your information internally, within the Boaz team, for the purpose of safeguarding, or for example if a staff member needs to query something with you.

Where and how do we store your personal information?

We take appropriate steps to ensure your personal information is managed securely. We store and process most of our information using cloud based systems and secured servers. Internally, this is accessed only by appropriate staff and volunteers who are trained suitably. We restrict access to certain computer drives and files, for example information relating to health and medical information or financial giving.

Some of your information may be stored in hard copy (on paper), for example if you have given us a photocopy of any personal documentation, or signed copies of formal paperwork. We do our best to keep paper copies to a minimum and we store hard copies of these documents in locked filing cabinets with restricted access.

In some cases, third parties may have access to your personal information, and where this is the case we ensure that they are GDPR compliant. Our IT system is managed and supported by a company called Rocksalt, who have administrator rights across our IT system. They have their own privacy policy and are fully compliant with GDPR.

We may use external companies to collect or process personal data on our behalf, for example Mailchimp or Blackbaud eTapestry (our database system). While we take appropriate steps to ensure that information is secure, for example by using encrypted forms, we cannot guarantee that transmission of information over the internet is 100% secure and therefore you submit data at your own risk.

Data in cloud based systems may be processed outside of the European Economic Area (EEA). By submitting your personal data, you agree to this transfer, storing and processing of your information.

Cookies

Cookies are text files that are placed on your computer by websites that you visit. You can find more information about cookies here (www.aboutcookies.org). Most browsers allow you to turn off the use of cookies function, should you wish to.

Cookies may be used to collect information about your visit to our website, for example: the pages that you visit, the time and date of your visit, location and traffic data.

We may collect and use this data for the following reasons:

- To understand the interests and needs of those who visit our website
- To estimate our audience size and patterns
- To support the processing of forms, applications or requests you send to us
- To help us improve and update our website

The Boaz Trust uses third party suppliers such as Facebook, Twitter, Mailchimp, Vimeo and they may use cookies. We do not control these, and we would advise you to

check with these third parties for information about their cookies and how to manage them.

Some of these third parties may be located outside of the UK and the European Union, and therefore they may not fall under the jurisdiction of UK courts. If this is a concern to you, you can change your cookie settings and you can find out more about this from the Information Commissioner's Office (ICO) (<https://ico.org.uk/>).

Links/Other Websites

This privacy policy only applies to the Boaz Trust. The Boaz Trust website contains links to other websites, which are run by other organisations. The Boaz Trust is not responsible for the privacy practices of other organisations, and as a result of this you should read their privacy policies with care.

How long do we keep your information?

How long information is kept for is sometimes called 'data retention'. We will keep your personal information only for as long as we consider it necessary. We have to take into account legal obligations, for example we are obliged to keep details of anyone making a financial donation for 7 years after the gift (and share those details to the HMRC if this is gift aided), accounting and tax considerations and also consider what is reasonable for the activity in question. If you have any questions about this, please contact us in writing using the contact details at the bottom of this Privacy Policy.

Updating your details and preferences with us

Please keep your details up to date with us, for example if you change address or telephone number. When you provide us with personal information, we may use the Royal Mail's Postcode Finder or other available sources to confirm this, for example if we are unsure of what you have written on a form. We do not use these sources to access data that you have chosen not to provide to us.

You can change your preferences for which communications you receive from us, and how we contact you, by getting in touch with us at any time.

By email: privacy@boaztrust.org.uk

By phone: 0161 202 1056

By post: Data Protection Officer, Boaz Trust, Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD.

Accessing and amending your information and preferences

At any time, you can do the following:

- ask for a copy of the personal information we hold about you (this is also known as a Subject Access Request – please see the Appendix for our SAR policy)
- ask us to erase or remove all your personal information
- ask us to restrict how we use your personal information
- object to our use of your personal information

Your request needs to be in writing and either on paper or in an email is fine. The more detail you are able to include the better we'll be able to respond.

To do any of these, please write to us at:

By email: privacy@boaztrust.org.uk

By post: Data Protection Officer, Boaz Trust, Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD.

We will act on any requests received at the latest within one month of receiving your request, unless this request is complex, in which case we will inform you within one month of receiving your request and explain why we need to extend this length of time.

Vulnerable persons and children

The Boaz Trust takes seriously the importance of identifying and supporting people who are known to us and who may be in vulnerable circumstances. Boaz staff are trained to do this appropriately in accordance with our Safeguarding policy and Vulnerable Supporters policy and guidance. If you wish to view a copy of these documents, please contact us.

We only support and accommodate adults aged over 18. We do not actively seek to collect children's data. If you are a Boaz supporter and are aged 16 or under we would ask you to please gain the permission of a parent or guardian before you provide the Boaz Trust with any personal information.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you.

By email: privacy@boaztrust.org.uk

By phone: 0161 202 1056

By post: Data Protection Officer, The Boaz Trust, Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD.

For more information about your rights in relation to the information we hold about you, you can visit the ICO website (<https://ico.org.uk>).

About this Policy

Our Privacy Policy may be amended and updated, and so you may wish to check it whenever you share personal information with us. If we do amend this privacy policy, the most recent version of it will always be available on our website. We may not explicitly inform our users of these changes. Updates are listed below.

Change Log

April 2018: Policy v.1 Launched

2nd May 2018: Policy v.1 Amended – Specific information regarding Gift Aid added to the 'How long do we keep your information?' section.

11th May 2018: Added Employee, House Owner, Interpreter & Sole Trader, Job Applicant and Volunteer Privacy Notices to appendix.

18th May 2018: Added Trustee Privacy Notice and an amended Employee Privacy Notice retention of date.

30th May 2018: Added DPO references to Trustee, Sole Trader & House Owner PNs

Appendices

1. **Subject access request policy**
2. **Privacy notices** *(to be inserted)*
 - a. Employee Privacy Notice
 - b. House Owner Privacy Notice
 - c. Interpreter & Sole Trader Privacy Notice
 - d. Job Applicant Privacy Notice
 - e. Volunteer Privacy Notice
 - f. Trustee Privacy Notice

Subject Access Request Policy

Introduction

You have the right to ask for a copy of the personal information we hold about you at any time. This is formally called a Subject Access Request.

How to make a subject access request

If you would like to ask for a copy of the personal information that we hold on you please contact us in writing:

By email: privacy@boaztrust.org.uk

By post: Data Protection Officer, The Boaz Trust, Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD.

Including specific details of the data you wish to see in your request will enable us to respond more efficiently. We may need to contact you for further details on your request if insufficient information is contained in the original request.

Requests may be made by you personally or by a third party e.g. a solicitor acting on your behalf. We will request evidence that the third party is entitled to act on your behalf if this is not provided at the same time as the request is made.

Before supplying the data (where appropriate) we may contact you asking for proof of identity. You must produce this evidence for your request to be complied with.

What happens next

We will act on any requests received at the latest within one month (30 calendar days) of receiving your request, unless this request is complex, in which case we will inform you within one month of receiving your request and explain why we need to extend this length of time.

Wherever possible we will ensure you receive the information requested, in writing, and within 30 calendar days.

There is no charge for this (unless the circumstances are unusual).

If you are not happy with our response

For more information about your rights in relation to the information we hold about you, you can visit the ICO website (<https://ico.org.uk>).

Subject Access Requests: unusual circumstances

Your request will normally be complied with free of charge but we do need to make you aware that we may charge a reasonable fee in unusual cases. If the request is manifestly unfounded, excessive, or if it is repetitive, or if you request further copies

of the same information a fee may be charged. The fee charged will be based on the administrative cost of providing the information requested.

Refusing a request

In rare cases we may refuse a subject access request; if it is manifestly unfounded or excessive, or if it is repetitive. In these circumstances, we will write to you without undue delay and at the latest within one month of receipt to explain why we are unable to comply. You will be informed of the right to complain to the Information Commissioner and to a judicial remedy.

Employee privacy notice

We take our obligations under the General Data Protection Regulation (GDPR) very seriously and are committed to excellence in processing your data securely and transparently.

This privacy notice sets out how, why and when we'll request, hold and process your personal data. It applies to current and former employees.

You can find our full Privacy Policy on our website (boaztrust.org.uk/contact/privacy-policy/) or you can request a copy by emailing privacy@boaztrust.org.uk.

What information we collect

We hold many types of data about you, which may include:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- marital status
- dependants, next of kin and their contact numbers
- medical or health information including whether or not you have a disability
- information used for equal opportunities monitoring about your ethnic origin
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence
- bank details
- tax codes
- National Insurance number
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary or grievance proceedings
- internal performance information including measurements against targets, formal warnings and related documentation with regard to capability procedures, appraisal forms and other performance management paperwork
- leave records including annual leave, family leave, sickness absence etc
- details of your criminal record
- training details

We collect data about you in a variety of ways, for example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving license; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, assessments or other meetings.

In some cases, we will collect data about you from third parties, such as former employers when gathering references.

Personal data is kept in your personnel file and within our HR and IT systems (including our email system).

How we use your data

We need to process data to enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits, pension and insurance entitlements.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that we comply with duties in relation to individuals with disabilities, meet our obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that we comply with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- assessing training needs;
- provide references on request for current or former employees; and
- respond to legal claims made against us.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, this is done for the purposes of equal opportunities monitoring. This is to carry out our obligations and exercise specific rights in relation to employment.

Who has access to data?

Your data will be shared with colleagues within Boaz Trust where it is necessary for them to undertake their duties. This includes, for example, your line manager for their management of you, the HR Manager for maintaining personnel records and the Finance Manager for administering payment under your contract of employment.

We share your data with third parties in order to obtain references as part of the recruitment process. We also share relevant data with our payroll and pension providers, as well as HMRC in order that employees are paid, have a pension provision and to meet our legal obligations to the HMRC.

We may also share your data with third parties or to comply with a legal obligation upon us.

Your data may be stored or shared outside of the European Economic Area by third parties processing data on our behalf.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it. It is only shared with team members or third parties who need access for one of the reasons above.

When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR. The third parties are responsible for implementing appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data

We only keep your data as long as is necessary, in line with data protection principles.

We will hold your personnel file, including recruitment information, for the duration of your employment and for six years after (this is to allow us to respond to any potential legal action).

We have a legal obligation to retain information relating to financial transactions for up to 7 years, so we will keep records relating to any payments we have made for 7 years after the last payment.

The exceptions to this are your employment references, which we will destroy after a year, and your emergency contact details, which we will destroy as soon as you leave Boaz.

Your rights over your data

The law on data protection gives you certain rights in relation to the data we hold on you, including the right of access, correction and deletion.

Please see our Privacy Policy for the full details of these rights. You can request a printed copy from privacy@boaztrust.org.uk. or find it on our website boaztrust.org.uk/contact/privacy-policy.

If you want to exercise any of your rights please contact our Data Protection Officer on privacy@boaztrust.org.uk.

What happens if you do not provide some of the data we request

One of the reasons for processing your data is to allow us to carry out our duties in line with your contract of employment. If you do not provide us with the data needed to do this, we will be unable to perform those duties e.g. ensuring you are paid correctly. We may also be prevented from confirming, or continuing with, your employment with us in relation to our legal obligations if you do not provide us with this information e.g. confirming your right to

work in the UK or, where appropriate, confirming your legal status for carrying out your work via a criminal records check.

You have some obligations under your employment contract to provide us with data, in particular you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. We may also need some data in order that you can exercise your statutory rights, for example in relation to statutory leave. If you don't provide that data it may mean that you're unable to exercise these statutory rights.

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

I have read and understood this Employee Privacy Notice

Name:

Your role:

Signed:

Date:

House Owner Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

In order to work with you, we have a legitimate interest in a variety of information personal to you such as your contact details, information relating to your activity with us, bank details for any payments we make you, and potentially other details such as your occupation for insurance purposes.

How we use your data

We use this data to set up and implement lease agreements with you for any properties you allow us to use, and to ensure that they are properly insured if this is our responsibility under our agreement with you.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it.

If you provide us with your bank details, we will record these on our online banking system for the purpose of paying you, and they will also be available to a small number of trustees for the purpose of authorising payments. Any personal details required for insurance purposes will be passed to our insurance brokers and to potential insurers.

We will not otherwise share data with any third parties. The only exception to this is those third parties that provide us with services, for example our online database. When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR.

How long we keep your data

We only hold your data for as long as is necessary. We will keep your records for as long as you let us use your property, and until all related arrangements (such as utility contracts) have ended. We have a legal obligation to retain information relating to financial transactions for up to 7 years, so we will keep records relating to any payments we have made for 7 years after the last payment.

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

You can find full details of your rights in our Privacy Policy. This can be found on our website boaztrust.org.uk/contact/privacy-policy/ or you can request a copy by emailing privacy@boaztrust.org.uk.

If you want to exercise any of your rights please contact our Data Protection Officer on privacy@boaztrust.org.uk .

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested. However, if you do not provide the information we may not be able to work with you.

Interpreter & Other Sole Trader Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

In order to work with you, we have a legitimate interest in a variety of information personal to you such as your contact details, past experience, tax status including your HMRC Unique Tax Reference number if you have one, and information relating to your activity with us.

How we use your data

We use this data to assess your suitability to carry out work for us, and to pay you for that work. In the case of your HMRC Unique Tax Reference number, we use this to determine the correct basis for taxing any payments we make to you.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it.

If you provide us with your bank details, we will record these on our online banking system for the purpose of paying you, and they and any invoices will be available to a small number of trustees for the purpose of authorising payments. If you have an HMRC Unique Tax Reference number this is only held so that we can ensure that we are taxing you correctly, and we will only pass it to anyone if HMRC demand it as evidence of our treatment of any payments to you.

We will not otherwise share data with any third parties. The only exception to this is those third parties that provide us with services, for example our online database. When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR.

How long we keep your data

We only hold your data for as long as is necessary. We will normally keep your details for as long as we believe we may want to work with you again. In addition we have a legal obligation to retain information relating to financial transactions for up to 7 years, so we will keep records relating to payments we have made you for 7 years after the last payment.

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

You can find full details of your rights in our Privacy Policy. This can be found on our website boaztrust.org.uk/contact/privacy-policy/ or you can request a copy by emailing privacy@boaztrust.org.uk.

If you want to exercise any of your rights please contact our Data Protection Officer on privacy@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested. However, if you do not provide the information we may not be able to pay you to work with us.

Job Applicant Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

During the recruitment process we collect a variety of information personal to you such as your contact details, education and employment history, and relevant health information and references (we only seek references once a job offer has been made to you).

How we use your data

We use this data to process your application and undertake the steps needed to recruit the most suitable candidate, what is called a legitimate interest.

In some cases we may need to process data to ensure that we're complying with our legal obligations, for example, to check eligibility to work in the UK. We may also collect information about whether an applicant has a disability in order to ensure that we make any reasonable adjustments necessary.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it. We may share it with anyone involved in the recruitment process as needed.

We will not share data with any third parties. The only exception to this is when we request references, if you are the successful applicant, or if there is a legal obligation on us to do so.

How long we keep your data

We only hold your data for as long as is necessary. If you are unsuccessful your data will be destroyed 12 months after the recruitment process has closed. This time period is to meet our need to hold data in case of any legal challenges that may arise.

If you are successful your data will pass to your staff file and be held in line with our policy on retaining data for employees. Details of this will be given to you in a new privacy notice when you start work with us.

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

You can find full details of your rights and our commitment to handling your data in line with data protection guidelines in our Privacy Policy. This can be found on our website boaztrust.org.uk/contact/privacy-policy/ or request a copy by emailing privacy@boaztrust.org.uk.

If you wish to exercise any of these rights please contact our Data Protection Officer on privacy@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested during the recruitment process. However, if you do not provide the information we may not be able to process your application properly or at all.

Volunteer Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

During your time as a volunteer we collect a variety of information personal to you such as your contact details, past experience, relevant health information, references (we only seek references once we have confirmed we are proceeding with your volunteer application), and information relating to your activity with us.

How we use your data

We use this data to assess your suitability to volunteer with us, match you with volunteer opportunities, keep in contact with you about Boaz activity as part of our volunteer community, monitor volunteer activity, respond to any reference requests and meet our legal obligations (e.g. health and safety or reasonable adjustments).

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it. We may share it with anyone involved in recruiting or supporting volunteers as needed.

We will not share data with any third parties. The only exception to this is those third parties that provide us with services, for example our online database. When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR.

How long we keep your data

We only hold your data for as long as is necessary. If your application to volunteer is unsuccessful or withdrawn your data will be destroyed 6 months after that decision.

If you join us as a volunteer your data will be held for the duration of your time as an active volunteer on our database and for six years afterwards (in case you ask for a reference or want to re-activate your volunteer status in changed circumstances).

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

You can find full details of your rights in our Privacy Policy. This can be found on our website boaztrust.org.uk/contact/privacy-policy/ or you can request a copy by emailing privacy@boaztrust.org.uk.

If you wish to exercise any of these rights please contact our Data Protection Officer on privacy@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested. However, if you do not provide the information we may not be able to process your application properly, or offer you volunteering opportunities with us.

Trustee Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

During your time as a Trustee we may collect and hold a variety of information personal to you such as your contact details, past & current experience, proof of identification, references, bank details and information relating to your activity with us.

How we use your data

We use this data to assess your suitability to be a Trustee with us, in the setting up of relevant contracts, funding applications, paying expenses, meeting our legal obligations, responding to any future reference requests and keeping required records of the Board's meetings and activity.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it. We may share it with anyone involved in recruiting or as appropriate with anyone working an aspect of Trustee related business.

We will not share data with any third parties. The only exception to this is those third parties that provide us with services, for example our online database, or where we are legally obliged. When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR.

How long we keep your data

We only hold your data for as long as is necessary. If your application to be a Trustee is unsuccessful, or withdrawn, your data will be destroyed 6 months after that decision.

If you join the Board as a Trustee your data will be held for the duration of your time as an active Trustee and for six years afterwards.

We have a legal obligation to retain information relating to financial transactions for up to 7 years, so we will keep records relating to any payments we have made for 7 years after the last payment.

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

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If you want to exercise any of your rights please contact our Data Protection Officer on privacy@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested. However, if you do not provide the information we may not be able to process your application properly, appoint you as a Trustee, or continue your position on the Board.