



Privacy Statement (CHC Board Members)

Identity and Contact details of Data Controller

Community Housing Cymru (CHC) is an umbrella body of housing associations in Wales. As an organisation, we seek to:

- Influence government policy
- Support and promote the work of our members
- Be a voice for the sector

Our details:

Community Housing Cymru
2 Ocean Way, Cardiff, CF24 5TG
www.chcymru.org.uk
02920674810
privacy@chcymru.org.uk

We are a Registered Charity (1128527) and a Registered Data Controller (ZA334456).

Data collected and purpose of processing

As an organisation, we will only hold the information that is essential for us to facilitate your role as a Board Member. Some of the reasons why we will process your data include:

- To distribute information
- To arrange meetings
- To shortlist candidates for the role

As such, we will only collect the following information from you:

- Name
- Organisation
- Email
- Job title
- Phone Number
- Previous knowledge and experience
- Skills Matrix
- Equal Opportunities Form

We do use data processors, which provide services to us and help us to process your data. We have contracts in place with these processors which means that they will only use your data in ways we have instructed them to do so. They will not share your personal information and will only retain it for as long as we instruct.

Arranging meetings will often be conducted by using a Doodle Poll. Doodle is registered in Switzerland and as such is GDPR compliant. We will delete any poll that we create as soon as the meeting date has been decided.

We will not share your information with any third parties for the purposes of direct marketing, and will only share information where we are legally obliged to.



Legal basis for processing

We hold this information under the Article 6 of the GDPR, for processing under legitimate interests.

For us to facilitate your role on the Board, it is essential that we hold this information on, so we are able to demonstrate that there has been a fair and transparent process in your appointment and to communicate with you effectively during your term in office.

Recipients or categories of recipients

All applications will be sent directly to the Executive Support Officer. They will be saved on a drive with limited staff access, and will be shared with the interview panel in hard and electronic copy. Applications will be kept 6 months after the submission closing date.

All staff are able to contact the Board, as the information is stored on our internal, secured CRM system.

It was agreed during the March 22nd 2018 Board meeting that email address could be shared between Board members.

The Executive Support Assistant and the Senior Management Group will be the only individuals who have access to recruitment records.

We will not pass your data on to any third party, unless we are explicitly asked by you to do so, or we have a legal obligation to do so.

Retention Period or criteria applied

The information of an individual as a Board Member will be stored on our systems, both electronic and physical copies, until 6 months after the individual has stepped down from their position as a Board Member.

Individual rights under GDPR

Under GDPR, every data subject has the following rights:

- **Access** – every data subject is entitled to request any information which is processed by our organisation. Please contact privacy@chcymru.org.uk with the subject title '**Subject Access Request**'. We will require you to provide two pieces of ID to ensure that we are giving the information to the right person. We will respond to your request within one month. There is no charge for a subject access request, but repeated and burdensome requests may incur a charge.
- **Rectification** – you, as the data subject, have the right to have any inaccurate data held on you updated without delay. Please contact enquiries@chcymru.org.uk with the subject title 'Data Rectification' and we will deal with your enquiry within 10 working days.
- **Erasure** –if you request for us to delete your information, we will do so. Please contact privacy@chcymru.org.uk with the subject title '**Data deletion**' and we will deal with your



enquiry within 10 working days. However, as a result, we will no longer be able to communicate with you as a Board member, and may have to ask you to step down.

- **Restriction of processing** – you are entitled to restrict what we use your data for. Please contact privacy@hcymru.org.uk with the subject title ‘**Data Processing Restriction**’ and we will deal with your enquiry within 10 working days.
- **Object to processing** – you have the right to object to our processing of your data at any point. If you no longer wish for us to hold data on you, then please contact privacy@hcymru.org.uk with the Subject line ‘**Objection to Processing**’ and we will deal with your enquiry within 10 working days.