Trustee applicant privacy notice

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What is the purpose of this document?

Endeavour Training Ltd is the data controller responsible for your personal information. This notice applies to people applying to become voluntary charity trustees, not employees or contractors. It explains how we collect, use, share and retain information during trustee recruitment and appointment, including the checks needed to safeguard children and young people and establish eligibility to serve.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application to become a trustee, we may collect, store and use the following information:

- Information in any CV, covering letter or supporting statement you choose to provide.
- Information in this form, including your name, contact details, employment and voluntary experience, relevant skills and governance experience.
- Information shared in discussions or interviews and in references, together with records of eligibility, identity and suitability checks.
- Where necessary and lawful, we may also process more sensitive information, including:

- Information needed for identity verification and appropriate safeguarding checks.
- Equality monitoring information, if voluntarily supplied and collected separately from selection decisions.
- Information about a disability or health-related adjustment you request during recruitment.
- Criminal offence information, where a lawful check or disclosure is appropriate to the trustee role.

How is your personal information collected?

We collect information from you, your named referees and, where appropriate, lawful sources used for trustee eligibility and safeguarding checks.

- You, the candidate.
- Your named referees.

How we will use information about you

We use your personal information to:

- Assess your experience, skills, values and suitability for voluntary trusteeship.
- Verify identity, seek references and complete proportionate safeguarding, eligibility and disqualification checks.
- Communicate with you about trustee recruitment and appointment.
- Keep appropriate records of trustee selection and governance decisions.
- Meet applicable charity law, safeguarding, regulatory and data protection responsibilities.

We generally rely on our legitimate interests in recruiting suitable trustees and governing the charity responsibly, and on legal obligations where applicable. We consider the necessity and proportionality of these uses.

Trusteeship is a voluntary governance appointment, not a contract of employment. We do not rely on consent as the general lawful basis for processing your application.

We review your form and any supporting information, may invite you to an informal discussion or interview, and may make a conditional offer subject to satisfactory references, eligibility and relevant safeguarding checks. Final appointment follows our governance procedures.

If you fail to provide personal information

If you do not provide information reasonably required for trustee eligibility, identity verification, references or safeguarding checks, we may be unable to progress or confirm your appointment. We will explain what is required and why.

How we use particularly sensitive personal information

We use sensitive personal information only where necessary and where an additional lawful condition applies.

- Information about disability or adjustments is used to make the recruitment process accessible and inclusive.
- Any optional equality monitoring information is handled separately where possible and is not used to determine individual suitability.

Information about criminal convictions

We may process criminal offence information where it is necessary and legally permitted for trustee recruitment or safeguarding.

Any criminal record check will be carried out only at the level for which the particular trustee role is legally eligible. A DBS check is not automatically an enhanced check simply because someone is a trustee. We will explain any required check and its lawful basis before proceeding.

- We will consider applicable charity trustee disqualification rules, including any relevant declarations and checks required by the Charity Commission.
- Where the trustee role meets the legal eligibility criteria for a DBS check, we will use the appropriate level of check and comply with applicable disclosure and safeguarding rules.

Access to criminal offence information is restricted, and it is handled and retained in accordance with applicable law and our safeguarding and data protection policies.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing - Why might you share my personal information with third parties?

We share information only where necessary for trustee recruitment, safeguarding, eligibility checks

or legal compliance, for example with authorised Board members, referees, screening providers or relevant regulators. Service providers must protect the information and use it only for authorised purposes.

Data security

We use appropriate technical and organisational measures to protect personal information against unauthorised access, loss, alteration or disclosure. Access is limited to those who need the information for recruitment, safeguarding or governance purposes. Please contact Endeavour for details of our data protection arrangements.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention - How long will you use my information for?

For unsuccessful applicants, we normally retain recruitment records for six months after notifying you of the decision, unless a longer period is justified by a legal or safeguarding requirement. For appointed trustees, relevant appointment and governance records are retained in accordance with our records retention arrangements and applicable legal obligations.

If we would like to keep an unsuccessful application for a future trustee vacancy beyond our normal retention period, we will ask you separately and explain the proposed period.

Rights of access, correction, erasure, and restriction - Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation

which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

To exercise your rights or ask a question about how your data is handled, please contact Endeavour Training Ltd using the contact details provided in your recruitment correspondence. You may also complain to the Information Commissioner's Office (ICO).

Right to withdraw consent

Where we rely on your consent for a specific optional use of personal information, you may withdraw that consent at any time by contacting Endeavour. Withdrawal does not affect processing already carried out lawfully, or processing required on another lawful basis. You may withdraw your trustee application at any time.