

Privacy Notice – Trustees

Liverpool Hope Students' Union ("LHSU", "we", "our" or "us") promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

Facilitating our legal requirements, organisation policy and services to our employees through using your personal data allows us to make better decisions, communicate more efficiently and ultimately, ensure you receive the services required as an LHSU trustee.

Where we collect information about you

We collect information in the following ways:

When you become a trustee

When you become a trustee of LHSU, you form a contract with us, which declares that, we will process some personal and sensitive data to comply with our legal obligations and to fulfil our policies and procedures.

What personal data we collect and how we use it

The type and quantity of information, which we collect, and how we use it depends on why you are providing it.

Trustees

When you commence your trustee role with LHSU, we will ask you to provide:

- Name
- Address
- Email Address
- Telephone Number
- Date of Birth
- Qualifications
- Diversity Monitoring Information
- Information regarding other appointments you have held, including directorships and charity trusteeships
- Trustee eligibility and/or disqualification

We will mainly use your data to:

- Internal administrative functions
- To comply with statutory and regulatory reporting requirements

Lawful basis, retention and security

When we process your data we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

How long we keep your data

The length of time we keep your data varies depending on why we have collected it. We will keep your personal data only for as long as we need for the purpose it was gathered and for a limited time after that to ensure that we comply with our legal obligations and that we have sufficient records to respond to queries (including complaints, legal claims and safeguarding).

How we keep your data safe and who has access

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff.

We are required to register your appointment as a trustee of LHSU with the Charity Commission. We submit your name, address, contact details and date of birth.

We may also be required to disclose data containing limited personal information to auditors and financial advisors. Strict processing conditions shall be in place controlling what these parties can and cannot do with your personal data.

We may need to disclose your details if required to Liverpool Hope University, the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and information consent.

Keeping your information up to date

Trustees are required to inform the General Manager in the event of any changes to data or the discovery of any inaccuracies.

Understanding the detail of our data security measures

LHSU operates a Data Protection Policy; all employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract which meets the requirements of the Information Commissioner's Office.

Your rights

You have a right to see the information LHSU holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that LHSU is not processing this information for the purpose it was collected.

If you have any queries about this notice or your personal information generally, please send these to unionmanager@hope.ac.uk.

If you wish to access your information you should complete the [Subject Access Request Form](#) with a description of the information you want to see and the required proof of your identity by post to Liverpool Hope Students' Union, Hope Park, Taggart Avenue, Liverpool, L16 9JD.

Where information is held on the basis of your consent you have the right to withdraw this at any time.

For further information see the [Information Commissioner's Guidance here](#).

Changes to this statement

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

If you have any questions, comments or suggestions, please let us know by contacting unionmanager@hope.ac.uk.