

Your Personal Information

To become a trustee for Independent Age, we need to keep some personal details about you on our database(s). This is the information you have given us in your application form and during your onboarding process, so we can vet and register you as a trustee, and some other information we may collect and retain during your time as a trustee with us.

Why we need that information?

During your trustee role, we collect information on your name, address, email address, telephone number, bank details (for reimbursement of expenses), and date of birth. We need to keep records so that we can administer and manage the organisation of your trustee role efficiently, as well as meet our legal obligations.

Some sensitive data (known as Special Category data) will be destroyed once the purpose for its collection has been served, such as a Disclosure and Barring Service (DBS) certificate, where applicable. Some other information, such as, ethnicity, gender, and if you have a disability, will be kept securely and in compliance with the Equality Act 2010, the Data Protection Act 2018, UK GDPR and in accordance Independent Age's data governance policies. This information helps us to assess and understand the diversity of the Board.

Who can see my information?

Your personal information, including Special Category data, is only available to a limited number of Independent Age employees with a need to access the information, or to others authorised by you and/ or by us to receive the information in connection with your trustee role, and to those to whom we are legally obliged to disclose it.

If we need to share your data for other reasons, we will explain why we need to do this, so you can agree or not. You can change your mind at any time about it.

Where is my information stored?

Your data is stored securely on our systems, and the systems of third parties whom we have a working relationship with. They may be platforms we use for communications and surveys, such as Mailchimp, Eventbrite and SurveyMonkey. We are confident those third parties have robust systems in place to protect your information. We will never sell, communicate or divulge your information to any third-party mailing lists.

What happens to my data when my trustee role ends?

Independent Age will keep your data safe and secure during your time as a trustee and retain some information after you leave the role. We only keep information as long as necessary and in line with our legal obligations.

Can I see my data?

You can have a copy of the data Independent Age holds about you. You can email or write to the Information Governance Team to ask for your record. They will usually send you a copy within a month.

Who can I contact if I have any questions?

The full policy is on our [website](#). You can also contact the Information Governance Team at dp@independentage.org or the team at GovernanceandRisk@independentage.org.

Independent Age is the Data Controller for your personal information, registered at 18 Avonmore Road, London, W14 8RR.