



Lancaster District Community & Voluntary Solutions

Privacy Notice

Relating to: Trustee Application Form

What information do we process?

When you contact us through the form on our website, we collect, store and process these forms of personal data:

- Your name
- Your contact details (your telephone number and email address)
- Personal data in information you disclose in your free-text answers to questions on the application form.

We also collect personal data about other people:

- The names and contact details of two referees
- Information about their relationship to you

We recommend that you draw the attention of your referees to this Privacy Notice, so that they are able to understand how we use their personal data.

How do we collect this information?

We collect this information on an online form.

Why do we need this information?

We need this information to efficiently and effectively respond to your application, and to take up your references at the appropriate time.

How do we store, process and dispose of this information?

We store this information within emails stored on a system provided by Microsoft and process it using their software. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at <https://docs.microsoft.com/en-gb/legal/gdpr>

If you decide at any point not to take your application forward, or our board decide not to co-opt you as a Trustee and Director, we will permanently delete your application information and any references received.

If you join our board, we will retain your application and references during your service with LDCVS and for six years after the point you stand down.

Who do we share this information with?

We do not share this information outside LDCVS systems with first obtaining your explicit consent in writing.

What are your rights over personal information we hold for this purpose?

You have certain rights under UK law (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at hello@lancastercvs.org.uk, or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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Review due by: 26/01/26