

Dimensions Group

Privacy Notice – Board Members & Trustees

Introduction

We, Dimensions (UK) Limited, are the ‘controllers’ of the information which we collect about you (‘personal data’). In this Privacy Notice we will use the word ‘process’ which covers most things that can be done with personal data, including collection, storage and destruction of that data. Being controllers of your personal data, we are responsible for it, and this notice explains why and how we process it.

The Dimensions Group is comprised of Dimensions (UK) Limited as the Group parent and three subsidiary organisations:

- **Dimensions (UK) Limited** is a Charitable Registered Society under the Co-operative and Community Benefit Societies Act 2014, registered with the Financial Conduct Authority (Reg. No. 31192R). It is also a Registered Provider of social housing with the Regulator of Social Housing (Reg. No. 4648) and a not for profit organisation with exempt charitable status
- **Dimensions Somerset SEV** (known as Discovery), which is a Company Limited by Guarantee (Reg. No. 10257343), a Registered Charity (Reg. No. 1172574) and a Social Enterprise.
- **Waymarks Limited**, which is a Company Limited by Guarantee (Reg. No. 6967283) and Registered Charity (Reg. No. 1133664)
- **Outreach 3-Way**, which is a Company Limited by Guarantee (Reg. No. 1474488) and Registered Charity (Reg. No. 278140)

Registered Addresses:	2 nd Floor, Building 1430, Arlington Business Park, Theale, RG7 4SA
Telephone number:	0300 303 9001

Our Data Protection Officer (DPO) can be contacted at dpo@dimensions-uk.org if you have any queries about this notice or anything related to data protection.

Your personal data

‘Personal data’ is any information that relates to a living, identifiable person. This data can include your name, contact details, and other information we gather as part of our relationship with you.

It can also include ‘special categories’ of data, which is information about a person’s race or ethnic origin, religious, political or other beliefs, physical or mental health, trade union membership, genetic or biometric data, sex life or sexual orientation. The collection and use

of these types of data is subject to strict controls. Similarly, information about criminal convictions and offences is also limited in the way it can be processed.

We are committed to protecting your personal data, whether it is ‘special categories’ or not, and we only process data if we need to for a specific purpose, as explained below.

We collect your personal data mostly through our contact with you, and the data is usually provided by you, but in some instances we may receive data about you from other people/organisations. We will explain when this might happen in this Notice.

How and why we process your data

In general terms, we process your data in order to manage our relationship with you. The table below lists more specific purposes for processing your data, and the legal basis for each type of processing.

Processing purpose	Legal basis for processing
Personal information that enables us to process Board Member, Trustee and shareholder applications, including: <ul style="list-style-type: none"> - registering the appointment with regulatory bodies - completing DBS and health checks - adding people to our payroll, expenses and IT systems - maintaining statutory registers, e.g. of Members’ interests, employment history, Fit and Proper Person declarations and Related Party Declarations 	Process is necessary for compliance with legal and regulatory obligations

At times, we may further process data which we have already collected. We will only do this if the new purpose for processing it further is compatible with the original purpose that the data was collected for. We will tell you about any further processing before carrying it out.

Personal data received from third parties

This is a list of your personal data that we may receive from other people or organisations.

Data	Source
Information received as part of recruitment process, e.g. references and health report	Referees, occupational health providers

Who we share your data with

This is a list of the information we may share with internal recipients, and for what purpose:

Internal recipients	Processing purpose
Payroll	For the purposes of paying salary and/or expenses
IT	For the purposes of providing IT hardware, e-mail, delivering devices to home addresses, providing assistance over the telephone
Resourcing (recruitment)	For the purposes of processing applications, requesting references, confirming right to work status, checking DBS and health assessments
Executive Support/Company Secretarial	For the purposes of contacting you about meeting arrangements, providing papers, etc

For some processing purposes we share your data with third parties. This is a list of the information we may share with external recipients, and for what purpose:

External recipients	Processing purpose
E.g. Companies House Charities Commission Financial Conduct Authority Care Quality Commission Regulator of Social Housing Auditors	Personal information provided for the purpose of fulfilling legal and regulatory requirements regarding appointments of Board Members and Trustees, the checks we have undertaken and for annual reporting to the regulatory bodies
eShare (Boardpacks)	Providing e-mail addresses for the purpose of providing a log-in to the Governance Software

How we store your data

Your personal data is held in both hard copy and electronic formats. Electronic data, including emails, is stored on our servers which are located in the UK and on our software suppliers' servers (e.g. eShare/Boardpacks) which are used and located in the UK.

Hard copy files are kept in our Head Office.

How long we keep your data

Information about how long we process your data for can be found in our retention schedule.

Some retention periods are based on legal requirements while others take into account practical needs to keep the data. We follow Company Law and National Housing Federation guidance for governance related information.

Once the applicable retention period expires, unless we are legally required to keep the data longer, or there are important and justifiable reasons why we should keep it, we will securely delete the data.

Your rights as a data subject

As a data subject, you have the following rights in relation to your personal data processed by us:

- To be informed about how your data is handled;
- To gain access to your personal data;
- To have errors or inaccuracies in your data changed;
- To have your personal data erased, in limited circumstances;
- To object to the processing of your personal data for marketing purposes or when the processing is based on the public interest or other legitimate interests;
- To restrict the processing of your personal data, in limited circumstances;
- To obtain a copy of some of your data in a commonly used electronic form, in limited circumstances;
- Rights around how you are affected by any profiling or automated decisions.

Withdrawing consent

If we are relying on your consent to process your data, you may withdraw your consent at any time.

Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk/>.

Exercising your rights, queries and complaints

For more information on your rights, if you wish to exercise any right or for any queries you may have or if you wish to make a complaint, please contact our Data Protection Officer: dpo@dimensions-uk.org