



FIRST LIGHT

## FAIR PROCESSING NOTICE FOR TRUSTEES

First Light collect data about our trustees to in order to contact you and to meet our obligations. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of trustees.

We will always make sure that any personal data is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation.

### Our contact details

First Light is the trading name of First Light South West Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address: The Business Centre, 2 Cattedown Road, Plymouth PL4 OEG

Phone: 03458 12 12 12

Email: [info@firstlight.org.uk](mailto:info@firstlight.org.uk)

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at [dataprotection@firstlight.org.uk](mailto:dataprotection@firstlight.org.uk)

### What data do we process and why do we need it?

We hold personal data about trustees as follows:

- your name, address, email, phone, date of birth and bank details

We will process the following personal data because it is a **legitimate interest** of ours. We need to be able to identify you, contact you and hold your data in our system.

- Your name, address, email, phone and date of birth
- Bank details to allow us to pay back your expenses
- During the course of your trusteeship, you will be required to put your name on or sign

a wide variety of documents

- To hold records in software and in the cloud
- To share it with our legal advisors, consultants and insurers, if required
- Display your name, photograph and short biography on our website

### **How long do we hold the personal data of trustees?**

We hold your personal data for seven years after you cease to be a trustee.

### **Who do we share trustee's information with?**

We share trustee's information with the following, when required:

- Our legal advisors;
- Our insurance providers;
- Our accountants;
- Companies House and the Charities Commission
- Our banking services
- Our software and cloud service providers

### **Data transfers out of the EU or EEA**

We do not transfer any personal data out of the EU or EEA.

### **Rights of directors**

#### **Your rights**

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;

- if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
  - To restrict our processing if it was by legitimate interest.
  - To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.