

PRIVATE & CONFIDENTIAL

Please complete in clearly written or typed black ink. Continue on separate sheet where necessary. CV's are welcome, however please complete the application form fully.

PERSONAL DETAILS	
First Name(s)	
Last Name	
Address:	
Postcode	
Daytime Tel No.	
Evening Tel No.	
Mobile Tel No.	
Email	

HOW DID YOU HEAR ABOUT SHARED LIVES SOUTH WEST?

BACKGROUND AND EXPERIENCE
<i>Please use this section to provide a summary of your career, qualifications and experience and tell us a little about yourself.</i>

Background and experience continued

SUPPORTING STATEMENT

Tell us why you are interested in becoming a trustee and what you would be able to contribute to the organisation. Please tell us about any specific areas of knowledge, expertise or interest relevant to the work of Shared Lives South West.

AVAILABILITY	Yes	No
Are you able to attend meetings during the daytime?		
Please give any further information about your availability to attend meetings:		

REFERENCES			
Please give details of two named Referees:			
REFERENCE ONE		REFERENCE TWO	
Full Name		Full Name	
Address:		Address:	
Postcode		Postcode	
Telephone No.		Telephone No.	
Email Address		Email Address	
Relationship		Relationship	
How long have they known you?		How long have they known you?	

DISCLOSURE AND BARRING SERVICE CHECK
As an organisation working with vulnerable adults, staff and trustees are required to undergo an enhanced Disclosure and Barring service check. Please tick the box to confirm that you would be happy for Shared Lives South West to do an enhanced DBS check if appointed as a trustee.
<input type="checkbox"/>

CONFLICT OF INTEREST

Please give brief details of any potential conflicts of interest you might feel would need to be registered if you were to become a Trustee for Shared Lives South West.

Conflict of interest continued

DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by Shared Lives South West under the Data Protection Act.

SIGNATURE _____

PRINT NAME _____

DATE _____

Please return completed forms to:

Claire Waring
Leadership Assistant
Shared Lives South West

By email:
cwaring@sharedlivesw.org.uk

By post:
Shared Lives South West
Suite 3 Zealley House
Greenhill Way
Kingsteignton
Devon
TQ12 3SB

Introduction

This privacy policy describes what personal data we collect and process about you and how we use it. We explain what choices you have relating to your personal data and your rights.

How your information will be used

As your employer, the organisation needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will use it to enable us to manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, when your employment ends and after you have left. Our lawful basis for processing your information is to enable us to take steps at your request before entering into an employment contract with you as part of the recruitment process, to comply with the employment contract when you work for us, to comply with any legal requirements, and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Other lawful bases may apply when we may:

- use or disclose information about you with your consent,
- to protect your vital interests or those of someone else in matters of life and death.
- Use or disclose it in our legitimate interests (or those of other organisations) to operate effectively as a business, for example for information security, or fraud prevention.

What Information We Hold

Much of the information will have been provided by you, but some may come from other internal sources, such as your line manager, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for our equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records. You will also be referred to in many organisational documents and records that are produced by you and your colleagues in the course of carrying out your duties and the delivery of the organisation's services.

Where necessary, we may keep information relating to your health, which could include reasons for absence, medical reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations; to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this information to administer and manage statutory and company sick pay, life insurance and other staff benefits.

Where we process special category information for example relating to your health, racial or ethnic origin, political opinions, religious and philosophical beliefs, our lawful bases for this are:

- With your explicit consent, or
- for us to meet our obligations in employment and the safeguarding of your fundamental rights, or
- It is necessary for us to comply with legal obligations, or
- To use or disclose some of this information in an emergency, to protect your vital interests or those of someone else in matters of life and death.

TRUSTEE APPLICATION FORM

As part of the recruitment process and your employment we may obtain information about criminal convictions, offences and proceedings, or disclose this information about you. Our lawful basis for this is for performance of our employment contract with you, and to comply with our legal and contractual obligations. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

In addition, we may monitor computer and telephone use, as detailed in our ICT policies. Our lawful basis for this is in the legitimate interests of our organisation, for security and ensuring that our policies are being adhered to.

Who We Disclose To

We may disclose information about you to third parties if we are legally obliged to do so, where the Data Protection Act permits this, for example for safeguarding, prevention or detection of crime or the apprehension or prosecution of offenders, or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to auditors, legal advisors, the pension provider or health insurance schemes. We may disclose or share relevant information with our service providers so they can carry out work for us.

Sending Information Overseas

We use third-party database developers located outside the European Union to assist us in the provision of our services. To facilitate this, a transfer of your personal data is required. We will ensure that there are safeguards in place and they are operating under contract with us, comply with strict security measures and adhere to relevant data protection legislation in their country. We currently use Alex Pazuk & Eugenia Vitko (for database development), who is compliant with the Canadian Personal Information Protection and Electronic Documents Act. We may publish information about you on our website and in social media such as Facebook and Twitter, which will be available to the public world-wide, and we will seek your consent in advance for this.

How Long We Hold Your Personal Data

We hold it for as long as you are employed with us, and for up to seven years after that, unless we have a legal or other business requirement to keep it for longer. Any personal data that we do not need to keep will be securely destroyed. Please see our information retention policy for further details.

Your rights

You have the right to request access to and rectification or erasure of your personal data, the right to restrict processing, object to processing and the right to data portability (where we are able to provide it so it can be used elsewhere). Not all of these rights may be available to you, depending on the circumstances, and our business or legal obligations to hold and use it.

If you have any concerns as to how your information is processed please contact the Chief Executive, who is the Data Protection Officer at Shared Lives South West.

Email: dspayne@sharedlivesw.org.uk or tel: 01626 360170

You have the right to make a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the General Data Protection Regulation or Data Protection Act. Their website is at www.ico.org.uk or telephone 0303 123 1113 (local rate) or 01625 545 745.