

## Trustee Personal Data

We hold the following personal information about you in accordance with the EU General Data Protection Regulation (GDPR) and accompanying Privacy Notice.

See accompanying guidance on completing the form

Key to Legal basis for processing: LO=Legal Obligation; LI=Legitimate Interest; SC=Subject Consent

Please write clearly		LO	LI	SC
Title:		✓	✓	
Given Name(s)		✓	✓	
Family Name		✓	✓	
Qualifications		x	✓	
Honours		x	✓	
Preferred Name	<i>Optional:</i>	x	✓	
Date Appointed Retired/Resigned	<i>You do not need to enter this information in this box. The Charity will add this information itself.</i>	✓	✓	
Previous Name(s)		✓	x	
Date of Birth		✓	x	
Current Address <i>Street address</i> <i>Address line 2, if required</i> <i>Town/City</i> <i>Post/Zip Code</i> <i>Country</i> Date moved to this address		✓	✓	
Previous Address <i>Street address</i> <i>Address line 2, if required</i> <i>Town/City</i> <i>Post/Zip Code</i> <i>Country</i> Date moved to this address	<i>Only required if you have lived at other addresses in the last 5 yrs. Continue on a separate sheet if necessary.</i>	✓	x	
Phone Number(s)		x	✓	
E-mail Address(es)		x	✓	
National Insurance No:		✓	x	
Trustee of any other charity	YES / NO <i>(Delete as appropriate)</i>	✓	✓	



Please write clearly

		LO	LI	SC
Conflicts of Interest	<i>Continue on a separate sheet if necessary.</i>	x	✓	
Personal Experience, Expertise & Interests	<i>Optional: Continue on a separate sheet if necessary.</i>	x	✓	
Special Needs	<i>Optional: Continue on a separate sheet if necessary.</i>	x	✓	
Any other information that you believe it is appropriate for the Charity to know.	<i>Optional: Continue on a separate sheet if necessary.</i>	x	x	

### Optional Data:

**Note:** Whilst you are under no obligation to provide the Charity with your personal information marked as “Optional”, if you do not provide it and give the Charity your consent to use it the Charity will be unable to make special arrangements where appropriate, eg: ensuring that you are addressed in the manner you would wish if you do not provide and give consent for the use of your preferred name, or ensuring that any access or dietary requirements are accommodated if you do not provide and give consent for the use of your special needs information.

### Data Subject Consent to Use of Personal Data

I confirm that I am happy for the Charity to hold my above personal data and to use it for the purposes described in the accompanying Privacy Notice.

Signed: ..... Date: ...../...../202.....

## **Confidential Trustee Information**

### **Guidance on completing the form**

From time to time the charity will be under a legal obligation to provide to other organisations some personal details of Trustees and, occasionally, others who have key executive roles in the Charity. For example: when registering the Charity with the Charity Commission, HM Revenue & Customs or opening a bank account.

Not all of the following information will be required on every occasion. But it will save you (and everyone) time and hassle in the long-term if the Charity collects all the information “up front”.

As the information is of a personal nature it comes within the provisions of the EU General Data Protection Regulation (GDPR). As such it will be held securely and only used for lawful purposes in accordance with the requirements of the GDPR.

<b>Title:</b>	Mr; Ms; Mrs; Dr; Prof; Revd; Sir; <i>etc.</i>
<b>Given Name(s)</b>	First name; Middle names (if any)
<b>Family Name</b>	Surname
<b>Qualifications</b>	BA; MA; PhD; FCA; FRCO; <i>etc</i>
<b>Honours</b>	OBE; MBE; <i>etc</i>
<b>Preferred Name</b>	<i>eg:</i> if given names are John Andrew Smith but you prefer to be called Andy Smith.
<b>Date Appointed Retired/Resigned</b>	Day-Month-Year: <i>e.g.:</i> 01-January-2005
<b>Previous Name(s)</b>	Any name by which you have previously been known – <i>eg:</i> change of name by deed poll; the maiden name of a married woman.
<b>Date of Birth</b>	Day-Month-Year: <i>e.g.:</i> 01-January-1963
<b>Current Address</b> <i>Street address</i> <i>Address line 2, if required</i> <i>Town/City</i> <i>Post/Zip Code</i> <i>Country</i> <b>Date moved to this address</b>	
<b>Previous Address(es)</b>	Repeat the above details for any address(es) you have lived at in the last 5 years.
<b>Phone Number(s)</b>	Home; Office; Mobile (At least one is desirable – any additional numbers are optional)
<b>E-mail Address(es)</b>	The address to which e-mails relating to charity business & activities can be sent.
<b>National Insurance No:</b>	NIC number, or other national identification if not a UK citizen.
<b>Trustee of any other charity</b>	Only Yes / No is required. You don't have to name the other charities.
<b>Conflicts of Interest</b>	Any involvement with other persons or organisations which could lead to a conflict of interest ( <i>e.g.:</i> a relative who is a potential beneficiary; an organisation which is a potential supplier to the charity). This is for potential conflicts of interest of an on-going or long-term nature. Reporting conflicts of interest here does NOT mean that you are not required to report potential conflicts of interest of a more <i>ad hoc</i> nature which arise in the future.
<b>Personal Experience, Expertise &amp; Interests</b>	<b>Optional:</b> Any experience or interests that the individual has and would, or might, be willing to make available to promote the charitable activities of the charity. Or any particular aspects of the charity's activities about which the individual would like to be kept informed.
<b>Special Needs</b>	<b>Optional:</b> Any special needs or requirements ( <i>e.g.:</i> diet, access, communication, religious) that the charity needs to be aware of in order that activities in with you are required to participate as a trustee can be organised appropriately to ensure that your



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	needs are met and embarrassments are avoided.
<i><b>Any other information that you believe it is appropriate for the Charity to know.</b></i>	<i><b>Optional:</b></i> This is any other information that you think might be of use to the Charity, e.g.: unable to attend Trustees' meetings which are held on Mondays.

## ***Privacy Policy: Trustees***

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It is important to us that you understand and are happy with how we use your information.  
**Please take time to read this policy in full.**

### ***Contact details of the controller.***

The Charity's Data Controllers email is: [data-controller@verozifoundation.com](mailto:data-controller@verozifoundation.com)

### ***Data Subjects***

This Privacy Policy applies to all trustees of the Charity.

### ***Purpose of the processing and the lawful basis for the processing***

The charity will only hold and process personal data on bases which are lawful.

The same personal data may be held and processed for different purposes and, therefore, under different lawful bases, as identified on the form used to collect the data from the subject.

The lawful bases and purposes under which personal data may be processed by the charity are as follows.

#### ***Legal Obligation {LO}***

The charity holds and processes the personal data, identified as LO, to enable the charity to comply with relevant legislation regarding the identity of persons who have a significant role in the governance of the charity.

Data held under legal obligation will only be processed for the relevant purposes as is required by law and will only be shared with other organisations (eg: Charity Commission; HM Revenue & Customs) as is allowed by law and which are compliant with the General Data Protection Regulation. This will include the sharing of personal data which are, by law, destined for the public domain (eg: the names of trustees to be held and displayed in the Charity Commission's public Register of Charities).

#### ***Legitimate Interest {LI}***

The charity legitimately needs to hold the personal data, identified as LI, about its trustees for the purpose of administering the charity efficiently, effectively and economically in pursuit of its charitable purposes.

This will include, but is not limited to, the communication of information relevant to the governance and administration of the charity to and between trustees, and the sharing of knowledge and expertise between trustees specifically to further the legitimate interests of the Board of Trustees for the benefit of the charity.

#### ***Subject Consent {SC}***

In your wider role as a member/supporter of the charity we may, subject to your consent, use your personal data to keep you informed of the wider activities of the charity, particularly those in which you have special experience and/or expertise or in which you have expressed a particular interest. This will include providing you with information relating to any fundraising activities which the charity undertakes.

Your personal data will also be used to ensure that any activities which you are required, or are invited, to participate in are appropriately tailored to any specific needs that you have and, where appropriate, any potential for embarrassment is avoided.