

Personal information held	Why is the data processed and what do we do with it?	What is the lawful basis for processing?	Potential transfer to third parties	Sensitive?	What are the grounds for processing sensitive data
Address	Used as part of the nomination/election process by members to the Board of Directors	legitimate interests/performance of contract			
Job title	Used as part of the nomination/election process by members to the Board of Directors	legitimate interests/performance of contract			
E-mail address	Used as part of the nomination/election process by members to the Board of Directors	legitimate interests/performance of contract			
Full name	Manage the individual's application to become a member of Volunteer	legitimate interests/performance of contract			
Postal address		legitimate interests/performance of contract	No		
Signature		legitimate interests/performance of contract	No		
Email address or business email		legitimate interests/performance of contract	No		

Personal information held	Source	Electronic/Paper based?	Where held?	PN	Retention period
Address	Nomination form	Electronic	Z:\Business Leadership & Compliance\GOVERNANCE & EXECUTIVE\Governance	Membership	2 years post completion of election process
Job title	Nomination form	Electronic	Z:\Business Leadership & Compliance\GOVERNANCE & EXECUTIVE\Governance	Membership	2 years post completion of election process
E-mail address	Nomination form	Electronic	Z:\Business Leadership & Compliance\GOVERNANCE & EXECUTIVE\Governance	Membership	2 years post completion of election process
Full name	Membership application	Electronic	Z Drive	Membership	2 years following end of membership
Postal address	Membership application	Electronic	Z Drive	Membership	2 years following end of membership
Signature	Membership application	Electronic	Z Drive	Membership	2 years following end of membership
Email address or business email	Membership application	Electronic	Z Drive	Membership	2 years following end of membership