



ST LUKE'S HOUSING SOCIETY
MCMASTER HOUSE

BOARD TRUSTEE APPLICATION

Name:	
Home Address:	
Postcode:	
Telephone:	
Mobile:	
Email:	
Occupation:	
Qualifications	
Voluntary Work/Memberships:	
Email:	
Training:	

All Trustees and Employees are required to have DBS checks due to the nature of our business. Do you have a valid DBS certificate? Yes/No

If Yes, please provide a copy.

If No, you will need to complete an application.

Which of the following skills or experience could you bring to the Board?							
Human Resources		Business Management		Financial/Accounting		Asset Management	
Fundraising		Legal		Safeguarding		Elderly Services	
Health and Safety		Maintenance		Mental Health		Social Housing	

Please indicate below why you want to become a trustee and how you think your own skills and experience would enable you to fulfil the role of Trustee,

This information is provided to residents and may be published in tenant information and on our website. Please let us know if you are not happy to share your information publicly.

Trustee applicant's declaration of eligibility:

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship of a charity by a Court or any other commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I have not entered a composition or arrangement with creditors or have an individual voluntary arrangement (IVA)
- I am not on the Insolvency Service Register.
- I undertake to fulfil my responsibilities and duties as a trustee of in good faith and in accordance with the law and the **National Housing Federation (NHF) Code of Governance 2020** and their **Code of Conduct 2022**.
- I do not have any financial interests in conflict with those of (either in person or through family or business connections) except those that I have formally notified in a conflict-of-interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signature	Date

ETHNIC ORIGIN

The following question relates to your ethnic origin. The information is needed only to ensure that all applications receive equal treatment regardless of race, colour, ethnic or national origin. Your application will not be prejudiced in any way if you do not answer this question.

I would describe my ethnic or national origin as follows (*please tick one box*)

White:			Mixed:		
English, Scottish, Welsh, Northern Irish, British	<input type="checkbox"/>	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	<input type="checkbox"/>
Gypsy, Irish Traveller	<input type="checkbox"/>	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Black, African, Caribbean or Black British:			Asian or Asian British:		
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Other ethnic group:					
Arab	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>

Medical/Disability details

Do you have any disability, medical or health needs that you would like us to be aware of?

Criminal Convictions

Have you had any criminal convictions?

Sex Offenders

Have you had been convicted under the Sex Offenders Act 1997 and placed on the Sex Offenders register?

Privacy Notice

St Luke's Housing Society Limited is a Registered Social Landlord and is registered with the Information Commissioner's Office as a Data Controller under the General Data Protection Regulations 2018.

Our office is located St Luke's Housing Society Limited, 7 McMaster House, Latimer Road, Headington, Oxford, OX3 7PX

This Privacy Notice applies to residents, staff and trustees of St Luke's Housing Society Limited and explains what personal information we hold about you and how we use any personal information we collect about you in order to conduct our normal business activities as a UK charitable housing association.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) that came into force on 25th May 2018.

Data Controller

At St Luke's Housing Society Limited the data controller is the Chair of Trustees whose contact details are given at the bottom of this notice. This means that he/she determines how your personal data is processed and for what purpose.

How we collect your information

We may collect information from you in a number of ways, including when you apply to join our Board, complete one of our forms, when you phone, call in, write, email or meet with us or correspond with us.

We may also take photographs at our events, at our properties and in our schemes to use for general marketing and publicity. However, photographs of individuals alone will only be used for those purposes with your consent.

We may receive information about you from third parties including:

- The local authority and organisations we are accredited with.
- The NHF, Financial Conduct Authority, the Regulator or Social Housing, the Housing Ombudsman and other organisations involved with our association.
- Prior landlords and credit agencies when you apply for housing.
- Police, welfare or support organisations.
- Bank accounts attached to the business and financial services for auditing purposes.
- Councillors, MPs or other representatives.

What information we collect about you

The information we collect from you, includes:

Data held	Retention period
Full name, and proof of your identity/photo ID	6 years
Date of birth	6 years

National Insurance Number (your unique identifier)	6 years
Contact details (phone number, email address etc)	6 years
Ethnic origin	6 years
Details of anyone authorised to act on your behalf, if applicable	6 years
Health information	6 years
Other personal information that will vary on a case-by-case basis to	6 years
Documents, correspondence and information provided	6 years
Records relating to offenders, ex-offenders and persons subject to cautions	6 years

The information we may collect from you includes:

- Disabilities or vulnerabilities. We use this information to tailor our service to better meet your particular circumstances. We may use this information for safeguarding of staff, residents and trustees.
- Health information when we require this, for example, to support funding for adaptations made to the property you are living in.

What we do with information collected

The information we collect from you is used to facilitate our legal obligations as a landlord.

The processing activities we conduct can be summarised as:

- Complying with relevant legislation and regulation.

St Luke's Housing Society Limited ensures compliance with our obligations under GDPR by:

- Keeping personal data up to date
- Storing and destroying data securely (paper-based and computer records)
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure by ensuring appropriate measures are in place to protect personal data

We hold information in IT systems which may be copied for testing, backup, technical support, archiving and disaster recovery purposes. All data is held within the UK.

What we will not do

We will not sell your personal data on to third parties.

We will not pass on your personal data to unrelated third parties unless we are required to do so by law or we have your explicit permission to do that.

We will not transfer or store your personal data outside of Europe (the European Economic Area) outside of the control of the UK/European regulations.

Your rights, the right to complain and the ICO

You have the right to request a copy of the data we hold about you. Please contact the office in writing or by emailing the Head of Operations:

jo.dancer@saintlukeshs.uk if you wish to request access to any of your personal data. We will not normally make a charge for this service and will respond within one month of receiving your request.

You have the right to correct any information that we hold if it is found to be inaccurate or out of date; to request your personal data is erased when no longer legally required to be retained by St Luke's Housing Society Limited; to lodge a complaint with the Information Commissioner's Office (ICO).

Please advise us of any changes or corrections by contacting the office on 01865 769726.

Further processing

If we wish to use your personal data for a new purpose that is not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use, prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

Contact details

- To exercise all relevant rights, queries or complaints please contact the Chair of Trustees, St Luke's Housing Society Limited, McMaster House, Latimer Road, Headington, Oxford, OX3 7PX or contact the office Head of Operations jo.dancer@saintlukeshs.uk
- You can contact the Information Commissioners Office on 0303 123 1113 or via their website <https://ico.org.uk/concerns/>