

SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR MEMBERS – AGE UK CAMDEN/PSIC/ODL

Please be advised that this table represents the information that AUC (and subsidiaries where applicable) may retain in relation to the At Home Service. It also details when this information will be securely destroyed.

Please note that the organisations (Age UK Camden and Age UK Kensington and Chelsea) may keep basic anonymised information beyond the retention period for statistical reporting.

Information gathered and retained	Purpose for processing	Legal basis for procession	Assessment of data subjects interests	Organisations that this information may be shared with and reason why (Please name the individual organisations)	Duration of retention
Personal identifiers e.g. name, CLOG reference number	To provide a service information stored on a database and locked filing cabinet	Necessary for the performance of a contract o which the data subject is a party. Necessary for the legitimate interests of the organisation.	Impact on data subjects rights and freedoms is very low. Processing is in data subjects interest.	Age UK Kensington and Chelsea	7 years
Address	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Home and mobile telephone numbers	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Email address	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Religious group	To provide a service information stored on a	As Above	As Above	Age UK Kensington and Chelsea	7 years

	database and locked filing cabinet				
Ethnicity	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
DOB and age	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Gender	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Sexual Orientation	To provide a service information stored on a database and locked filing cabinet this information is requested	As Above	As Above	Age UK Kensington and Chelsea	7 years
Gender Reassignment	This information is not requested	As Above	As Above		
If the client has any long-standing physical or mental illness, or disability	Yes Assessments To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
If the client lives alone	To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
If the client is a	To provide a	As Above	As Above	Age UK	7 years

carer	service information stored on a database and locked filing cabinet			Kensington and Chelsea	
Notes of contact with client	Yes To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Project attendance	Yes - To provide a service information stored on a database and locked filing cabinet	As Above	As Above	Age UK Kensington and Chelsea	7 years
Evaluation questionnaire	No this for Age UK Kensington monitoring	As Above	As Above	Age UK Kensington and Chelsea	7 years
Please any other information you collect:				Age UK Kensington and Chelsea	7 years