

Age UK Camden Communications

**SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR Communications – AGE UK CAMDEN**

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

Please note that the organisation may keep basic anonymised information beyond the retention period for statistical reporting.

Information gathered and retained	Purpose for processing	Organisations that this information may be shared with and reason why (Please name the individual organisations)	Legal basis for procession	Assessment of data subjects interests	Duration of retention
Personal identifiers e.g. name, CLOG reference number	Name to identify individual	Mailchimp holds email mailing lists	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.	Until member requests deletion/unsubscribes or we are informed someone has died
Address	To keep in contact, about useful, relevant information and services. Would only use if no email address. Also helps verify the individual is a Camden resident	Not shared externally – kept on internal protected database	As above	As above	Until member requests deletion/unsubscribes or we are informed someone has died
Home and mobile telephone numbers	To keep in contact (not used by comms really)	Not shared externally – kept on internal protected database	As above	As above	Until member requests deletion/unsubscribes or we are informed someone has died
Email address	To keep in contact, about useful, relevant information	Mailchimp holds email mailing lists	As above	As above	Until member requests deletion/unsubscribes or we are informed someone has died

	and services.				
Religious group	comms does not record this info		As above	As above	
Ethnicity	comms does not record this info		As above	As above	
DOB and age	comms does not record this info		As above	As above	
Gender	comms does not record this info		As above	As above	
Sexual Orientation	comms does not record this info		As above	As above	
Gender Reassignment	comms does not record this info		As above	As above	
If the client has any long-standing physical or mental illness, or disability	comms does not record this info		As above	As above	
If the client lives alone	comms does not record this info		As above	As above	
If the client is a carer	comms does not record this info		As above	As above	

Notes of contact with client	comms does not record this info		As above	As above	
Project attendance	comms does not record this info		As above	As above	
Evaluation questionnaire	comms does not record this info		As above	As above	
Please any other information you collect: Photographs	We keep photos of members and attendees of events. This helps us publicise and record events	We keep signed photo consent forms on our database and have destroyed any paper copies	As above	As above	Until member requests deletion/unsubscribes or we are informed someone has died