

Computer Training

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 your employment. 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.

Please sign the end of this document to confirm that you have been informed of this process and are in agreement.

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	For registration to the service, including mail outs and communications for gadget clinics and drop in communication. Details held on Charity Log Database for monitoring and reporting. CLOG Reference number for logging Gadget Clinic Attendance on CLOG.	<ul style="list-style-type: none"> • Names and numbers may be shared with Age UK National Facilities Team to ensure H&S whilst in the building. • Rainbow Surfers Drop In Session attendees on a Thursday is shared with Opening Doors London • Any enquiries regarding other services in the borough are given to service user for them to enquire • Anonymous Case Studies are used for age UK Camden publications, unless arranged with service user which includes signed consent forms for use of pictures and interviews etc. • Funders are given anonymous information only. 	<p>Necessary for the performance of a contract to which the data subject is a party.</p> <p>Necessary for the legitimate interests of the organisation.</p>	<p>Impact on data subjects rights and freedoms is very low.</p> <p>Processing is in data subjects interest.</p>	7 years after individual becomes inactive on CharityLog.

		<ul style="list-style-type: none"> Services users are signposted to external organisations. No information is transferred via AUC. 			
Address	For registration to the service, including mail outs and communications for gadget clinics and drop in communication. Details held on Charity Log Database for monitoring and reporting.	<ul style="list-style-type: none"> Names and numbers may be shared with Age UK National Facilities Team to ensure H&S whilst in the building. Rainbow Surfers Drop In Session attendees on a Thursday is shared with Opening Doors London Any enquiries regarding other services in the borough are given to service user for them to enquire Anonymous Case Studies are used for age UK Camden publications, unless arranged with service user which includes signed consent forms for use of pictures and interviews etc. Funders are given anonymous information only. Services users are signposted to external organisations. No information is transferred via AUC. 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Home and mobile telephone numbers	For registration to the service, including mail outs and communications	<ul style="list-style-type: none"> Names and numbers may be shared with Age UK National Facilities Team 	As Above.	As above.	7 years after individual becomes inactive on

	for gadget clinics and drop in communication. Details held on Charity Log Database for monitoring and reporting.	<p>to ensure H&S whilst in the building.</p> <ul style="list-style-type: none"> • Rainbow Surfers Drop In Session attendees on a Thursday is shared with Opening Doors London • Any enquiries regarding other services in the borough are given to service user for them to enquire • Anonymous Case Studies are used for age UK Camden publications, unless arranged with service user which includes signed consent forms for use of pictures and interviews etc. • Funders are given anonymous information only. • Services users are signposted to external organisations. No information is transferred via AUC. 			CharityLog.
Email address	For registration to the service, including mail outs and communications for gadget clinics and drop in communication. Details held on Charity Log Database for monitoring and reporting.	<ul style="list-style-type: none"> • Information may be used anonymously for AUC Publications, monitoring and fundraising • Services users are signposted to external organisations. No information is transferred via AUC. 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Religious group	Details held on Charity Log Database for monitoring and	<ul style="list-style-type: none"> • Information may be used anonymously for AUC 	As Above.	As above.	7 years after individual becomes

	reporting and evidencing diversity.	Publications, monitoring and fundraising			inactive on CharityLog.
Ethnicity	Details held on Charity Log Database for monitoring and reporting and evidencing diversity.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
DOB and age	For registration to the service, as it is an over 55's service. Details held on Charity Log Database for monitoring and reporting and evidencing diversity.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Gender	Details held on Charity Log Database for monitoring and reporting and evidencing diversity.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Sexual Orientation	Details held on Charity Log Database for monitoring and reporting and evidencing diversity.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising ODL sponsors Rainbow Surfers on a Thursday morning 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Gender Reassignment	Details held on Charity Log Database for monitoring and reporting and evidencing diversity.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
If the client has any long-standing physical or mental illness, or disability	Awareness of H&S regulations and knowledge of assistance needed. Details held on Charity Log Database for monitoring and reporting and evidencing diversity.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
If the client	Details held on	<ul style="list-style-type: none"> Information may 	As Above.	As above.	7 years

lives alone	Charity Log Database for monitoring and reporting and evidencing diversity.	be used anonymously for AUC Publications, monitoring and fundraising			after individual becomes inactive on CharityLog.
Notes of contact with client	To monitor service user progress and handling complaints. Details held on Charity Log Database for monitoring and reporting.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Project attendance	Building H&S details, logging number of attendances for monitoring and funders. Details of Gadget Clinics held on Charity Log Database for monitoring and reporting.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Evaluation questionnaire	For feedback from service users to improve the service. To have case studies (anonymous) for publications. To evaluate satisfaction of users.	<ul style="list-style-type: none"> Information may be used anonymously for AUC Publications, monitoring and fundraising 	As Above.	As above.	7 years after individual becomes inactive on CharityLog.
Please any other information you collect:			As Above.	As above.	7 years after individual becomes inactive on CharityLog.