

Fuel Poverty Research Network Charitable Trust Register of Data Systems

Type of individual	Type of personal data	Why is the data held and what is it used for?	In what format is it held?	Lawful basis for processing data ¹	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Trustee	Contact details: name, address, telephone number, email address. Date of birth. Nationality.	Charity Commission requirement. Bank requirement. Administrative purposes.	Electronic	Legal obligation	Executive officer and Trustees.	Held securely on GSuite. Copies on PC – PC is password protected. No paper copies held.	Full details retained for 6 years from creation. Names only preserved in archives.	Yes	No paper copies to be held.
Grant holder	Contact details. Financial details (payee details only). Occasionally date of birth on CV.	Forms part of formal contractual agreement with grant holder.	Electronic	Consent and Contract	Executive officer and Trustees. Public information on grant and grant holder publicly available on website.	Held securely on GSuite. Copies on PC – PC is password protected. No paper copies held.	7 years after last grant payment made. Name of grantholder held until closure of charity. Project reports preserved permanently in archives.	Yes	Ensure Trustees delete any local copies. Trustees should not make paper copies and if they do they must be destroyed securely.

Unsuccessful grant applicant	Contact details. Financial details (payee details only). Occasionally date of birth on CV.	Forms part of application process.	Electronic	Consent	Executive officer and Trustees	Held securely on GSuite. Copies on PC – PC is password protected. No paper copies held.	Up to 3 months after Trust meeting at which application was rejected.	Yes	Ensure Trustees delete any local copies. Trustees should not make paper copies and if they do they must be destroyed securely.
Contractor	Contact details and financial details (payee only). Occasionally date of birth on CVs.	Forms part of contract.	Electronic	Contract	Held by the Trustees	Held securely on GSuite. Copies on PC – PC is password protected. No paper copies held.	6 years after expiry or termination of the contract.	Yes	Ensure Trustees delete any local copies. Trustees should not make paper copies and if they do they must be destroyed securely.
Unsuccessful tenderer	Contact details and Financial details (payee only). Occasionally date of birth on CVs.	Forms part of tendering process	Paper & electronic	Consent	Held by Trust Manager	Held securely on GSuite. Copies on PC – PC is password protected. No paper copies held.	Up to 1 year after date of last document submitted.	Yes	Ensure Trustees delete any local copies. Trustees should not make paper copies and if they do they must be destroyed securely.
Jiscmail list subscriber	Email address	Publicity and information sharing	Electronic	Consent	Held on newsletter 'JiscMail list server' system	Access to system is password protected. 'JiscMail list server' system has been designed with focus on security: for further details see https://www.jiscmail.ac.uk/policyandsecurity/	Indefinitely until closure of charity, or as long as newsletters are	Yes	

								issued, or the person unsubscribes.		
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Note 1: Lawful bases for processing

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) **Vital interests:** the processing is necessary to protect someone’s life.
- (e) **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)