

## Information Schedule

### Opening Doors London- Membership

**SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR Membership :**  
**Please be advised that this table represents the information that ODL may retain**



**OPENING DOORS  
LONDON**

**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.**

<b>Information gathered and retained</b>	<b>Purpose for processing</b>	<b>Organisations that this information may be shared with and reason why (Please name the individual organisations) List of orgs will be added as new partners work with ODL</b>	<b>Legal basis for procession</b>	<b>Assessment of data subjects interests</b>	<b>Duration of retention</b>
Personal identifiers e.g. name, CLOG reference number	To build a case file of new members on Charity Log. CLOG reference number is automatically generated	Details held on MailChimp mailing list for listings/newsletter /marketing mailout. Details held on Eventbrite for managing event lists May be given to partners hosting events that require attendance list for security and health & safety procedures (see list overleaf)	Necessary for the performance of a contract of 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.	7 years after member becomes inactive on CLOG.
Address	For contact in absence of email address and to determine borough member lives in for monitoring purposes	Is anonymised for funders and presented by borough or postcode	As Above	As Above	7 years after member becomes inactive on CLOG.
Home and mobile telephone numbers	For contact when required	Not given to outside organisations	As Above	As Above	7 years after member becomes inactive on CLOG.
Email address	For contact when required and sending out member services information	Used on MailChimp for the mailing list and newsletter send out	As Above	As Above	7 years after member becomes inactive on CLOG.
Religious group	For monitoring purposes to reflect ODL is reflecting LGBT+ diversity.	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.

	To meet funding criteria				
Ethnicity	For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
DOB and age	To make sure Member meets age requirements for joining ODL. For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
Gender	For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
Sexual Orientation	For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
Gender Reassignment	For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
If the client has any long-standing physical or mental illness, or disability	For monitoring purposes. To complete any necessary risk assessment.	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
If the client lives alone	For monitoring purposes to reflect ODL is	Is anonymised for funders	As Above	As Above	7 years after member becomes

	reflecting LGBT+ diversity. To meet funding criteria				inactive on CLOG.
If the client is a carer	For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	Is anonymised for funders	As Above	As Above	7 years after member becomes inactive on CLOG.
Notes of contact with client	To record all interactions with member as appropriate.	Anonymous case studies are created for funding bids and for funder outcomes.	As Above	As Above	7 years after member becomes inactive on CLOG.
Project attendance	To determine success of individual events. To meet funding criteria	Is anonymised for funders.	As Above	As Above	7 years after member becomes inactive on CLOG.
Evaluation questionnaire	Anonymised evaluation may be undertaken to process success and effectiveness of events.	Is anonymised for funders.	As Above	As Above	7 years after member becomes inactive on CLOG.
Please any other information you collect: 1 Written consent to use images or videos of members. 2 Is gender the same as assigned at birth.	1 To gain permission to use member image or video for publicity purposes or marketing of ODL. 2 For monitoring purposes to reflect ODL is reflecting LGBT+ diversity. To meet funding criteria	1 If consent to use an image is contained that image can be shared or used where ODL deems appropriate. 2 Information never leaves Age UK Camden/ODL Is anonymised for funders.	As Above	As Above	7 years after member becomes inactive on CLOG.

Organisation name	Information type shared by ODL
NBC Universal London AIG Macquarie LSE Library, London School of Economics The Albany Theatre Barbican Centre Battersea Rise Breakfast Club British Museum	First name and surname shared with partner organisations when required Reason: Partners hosting events – various organisations who require member names for security reasons on entering offices/buildings

<p>Chelsea Theatre World's End Chigwell Court East Dulwich Picture House The Furzedown Project Greenwich Picture House Henderson Court Resource Centre London Friend 86 Caledonian Road, N1 9DN London Metropolitan Archives London Marathon Community Track Queen Elizabeth Olympic Park Lumen Café Mary Ward Centre NBC Universal Stone's End Day Centre Tavis House (Age UK) Pimlico Room and Church Hall Positive East Royal Institute of British Architects Tate Modern Ye Old Rose &amp; Crown Pride event</p>	
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