



## APPLICATION TO JOIN THE PLANT HERITAGE BOARD OF TRUSTEES

Please complete this short application form and send it with a short CV to [comms@plantheritage.org.uk](mailto:comms@plantheritage.org.uk) by the deadline given in the advertisement.

Name:

Address:

Email:

Best telephone Number:

Plant Heritage Membership Number (if already a member):

If you are not a member and want to become a member, please go to <https://www.plantheritage.org.uk/get-involved/join-us> or email: [membership@plantheritage.org.uk](mailto:membership@plantheritage.org.uk)

**Please tell us why you are interested in becoming a trustee for Plant Heritage, and how you will support the charity's objectives**

**Please tell us about your relevant skills and experience**

**Possible conflict of Interest?**

Please note below anything that you think could create a conflict of interest with you becoming a trustee for Plant Heritage or be perceived by someone else to create a conflict of interest. If you aren't sure please include it, and we can discuss it with you. If you become a trustee, there is a formal declaration that we will ask you to do but at this stage headlines are fine.

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**Referees**

Please list the names and addresses of two people we could contact for a reference (we would only do this after we have spoken to you).

Referee 1 Name		Referee 2 Name	
Address		Address	
Tel No:		Tel No:	
Email:		Email:	

**Eligibility**

Please tick to confirm that you meet the eligibility requirements to become a trustee for Plant Heritage

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**Signed By****Date**

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# Plant Heritage Privacy Notice for Applicants

As part of any recruitment process, Plant Heritage collects and processes personal data relating to applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We will not use your data for any purpose other than the recruitment exercise for which you have applied.

## What information does Plant Heritage collect?

Plant Heritage collects a range of information about you. This includes:

- your name, address and contact details, including email and telephone number.
- details of your qualifications, skills, experience and employment/volunteering history.
- information about your right to work in the UK; and
- whether you have a disability for which Plant Heritage needs to make reasonable adjustments during the recruitment process.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents (if needed), or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references and information from criminal records checks (if appropriate to the role). We will seek information from third parties only once an offer has been made and we will let you know that we are doing this.

## Why does Plant Heritage process personal data?

Plant Heritage has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide if we wish to make an offer. We may also need to process data from applicants to respond to and defend against legal claims.

We may process health or disability information if we need it to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we may seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and/or to comply with regulatory requirements.

## Who has access to data?

Your information will be shared internally with those involved in the recruitment. We may also share your data with former employers to obtain references for you and services to obtain necessary criminal records checks. We will not transfer your data outside the UK.

## How does Plant Heritage protect data?

Plant Heritage takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or

disclosed, and is not accessed except by our employees in the proper performance of their duties. We do not keep hard copies of your data and electronic data is stored on a system which is password protected, with access limited to those who need it.

### **For how long does Plant Heritage keep data?**

If your application is unsuccessful, Plant Heritage will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed. If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your time with us.

### **Your rights**

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request.
- require Plant Heritage to change incorrect or incomplete data.
- require Plant Heritage to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; • object to the processing of your data where Plant Heritage relying on its legitimate interests as the legal ground for processing; and
- ask Plant Heritage to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override Plant Heritage 's legitimate grounds for processing data.

If you would like to exercise any of these rights, please send a letter or email (headed 'Data Protection Request') to: [info@plantheritage.org.uk](mailto:info@plantheritage.org.uk) or by post to: The Data Protection Officer, Plant Heritage, First Floor Offices, Stone Pine, Woking, Surrey, GU23 6QD

Plant Heritage will respond in writing within 1 month of receiving the request.

If you believe that Plant Heritage has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Plant Heritage during the recruitment process. However, if you do not provide the information, Plant Heritage may not be able to process your application properly or at all. If your application is successful, it will be a condition of any offer that you provide evidence of your right to work in the UK and satisfactory references.

### **Automated decision-making**

Plant Heritage does not use automated decision-making in its recruitment processes.

Last Updated: October 2025