Board Management Services – Governance and Secretariat Services Data map

Type of **Personal Data**	Type of **Personal Data**	Type of **Personal Data**
Personal data relating to the management of meetings and resolutions: ☒ Name ☒ Role or job title ☒ Contact details (e.g. email address and telephone number) ☒ Actual or potential conflicts of interest ☒ Opinions, decisions, and voting history ☒ Shareholding ☒ Payment details	☒ Directors ☒ Shareholders / members ☒ Company secretary (if applicable) ☒ Proxies ☒ Senior managers ☒ Advisers / auditors / service providers ☒ Other individuals who attend, are named in, or submit papers to shareholder, board, committee, and other meetings	☒ Arranging and attending shareholder, board, committee, and other meetings ☒ Reviewing, summarizing, commenting on, and distributing meeting packs ☒ Preparing agendas, notes, and minutes of meetings ☒ Preparing and arranging resolutions ☒ Monitoring and recording the status of actions from previous meetings and communicating deadlines ☒ Attending calls with the chair and (if applicable) company secretary ☒ Maintaining role descriptions (e.g. role of chair) ☒ Arranging payment of fees and expenses for meeting attendance ☒ Provision of hosted portals included in your engagement terms (if any), including access control and security, technical support *(if included)*, and data subject information that may be included in reports, minutes, and other information that you elect to upload to the portal
Personal data relating to equality, diversity, and inclusion reporting: ☒ Gender ☒ Sexuality ☒ Race or ethnic origin	☒ Directors ☒ Shareholders / members ☒ Senior managers ☒ Company secretary (if applicable)	☒ Reporting on board and senior management equality, diversity, and inclusion, as required by applicable laws
Personal data relating to corporate records and filings: ☒ Name ☒ Role or job title ☒ Address for service ☒ Residential address ☒ Dates of appointment and resignation ☒ Other directorships ☒ Shareholdings and beneficial ownership status	☒ Directors ☒ Shareholders / members ☒ Company secretary (if applicable) ☒ Beneficial owners and other persons of significant control	☒ Maintaining corporate registers (including registers of directors) ☒ Submitting statutory corporate filings (e.g. appointment of an officer) ☒ Provision of hosted portals included in your engagement terms (if any), including access control and security, technical support *(if included)*, and data subject information that may be included in reports, minutes, and other information that you elect to upload to the portal
Personal data relating to governance and compliance: ☒ Name ☒ Role or job title ☒ Contact details (e.g. email address and telephone number) ☒ Insider status	☒ Directors ☒ Shareholders / members ☒ Company secretary (if applicable) ☒ Beneficial owners and other persons of significant control ☒ Insiders ☒ Senior managers ☒ Advisers / auditors / service providers ☒ Other individuals who are consulted or involved in the governance and compliance process (e.g. staff in HR, Legal and IT functions)	☒ Attending calls with the chair and (if applicable) company secretary ☒ Arranging and attending governance and compliance meetings ☒ Supporting the establishment and maintenance of corporate governance and compliance programmes (e.g. policies, guidance, training) ☒ Maintaining insider lists ☒ Assessing and monitoring performance ☒ Provision of hosted portals included in your engagement terms (if any), including access control and security, technical support *(if included)*, and data subject information that may be included in reports, minutes, and other information that you elect to upload to the portal

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