

Southside

HOUSING ASSOCIATION

SOUTHSIDE HOUSING ASSOCIATION

Fair Processing Notice – Management Committee Members

How we use your information

This notice explains what information we collect, when we collect it and how we use this information. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

To allow us to deliver our service and to meet legal and regulatory obligations we are required to hold data on our Management Committee members. We have to be clear about what information we collect from you, how we hold it, who we share it with and how we dispose of it

Management Committee members have rights under the Data Protection Act 2018 to access their information, request any changes to it, and in certain cases request to have data deleted

What information we may collect

We may collect the following personal information about you:

- Name
- Address
- Telephone number
- E-mail address
- Date of birth
- National Insurance Number
- Other details: including information about your gender, ethnicity, disability and marital status.
- Qualifications
- Medical information.
- Employment details;
- Membership of professional bodies
- Membership of other voluntary organisations
- Next of kin and emergency contact details.
- Bank or credit union details
- Signature

- Disclosure Scotland checks
- Copy of passport
- Copy of drivers licence and car insurance details
- Recruitment information (application form, references and other information included in the Management Committee member recruitment process).
- Details of any accidents.
- Conflict of interest details
- Skills appraisals, learning and development records.
- Management Committee and Sub-Committee attendance records.
- Photographs and other images

We will not collect any personal data for you that we do not need.

Why we need this information about you and how it will be used

We collect and use the above personal information to:

- Make a decision about your recruitment or appointment to the Management Committee
- Check your legal entitlement to reside within the United Kingdom.
- Process and pay member expenses.
- Your training, learning and development.
- Equality and Diversity monitoring and legal and regulatory obligations
- Dealing with any legal disputes involving you, including accidents
- Managing Management Committee meeting absence.
- Health and Safety compliance
- Fraud prevention
- Compliance with the Management Committee member Code of Conduct, Standing Orders and the Association's Rules
- Meet our legislative and regulatory obligations including providing our annual returns and other information to regulatory bodies.

We also need and use your information for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We may disclose and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process Management Committee Member expenses into your bank account.
- For printing and mail distribution
- Third party controlled access to our ICT network for security and maintenance, your information may be disclosed to ICT consultants and document storage software providers.
- For annual financial audit purposes, your information may be disclosed to external auditors.

- Internal audit of our Governance function, internal auditors may need your information in order to do this.
- To seek legal advice
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to any new business partners or owners.
- With statutory and regulatory bodies in terms of our annual return obligations.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

We process your personal data where necessary in order to comply with the terms of your appointment and where we have a legal obligation to do so.

We also process your personal data to ensure our organisation is run effectively and efficiently and where we are pursuing our legitimate interests.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe. Only SHA staff and partners and contractors who have signed data sharing agreements and who need to see your personal information will have access to it.

Further information on the specific security measures we have in place can be found in our Privacy Policy at <http://southside-ha.org/wp-content/uploads/2018/05/Southside-HA-PRIVACY-POLICY.pdf>

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We will generally keep your information for the periods set out in our Data Retention Periods Guidelines, after which this will be destroyed if it is no longer required for the reasons it was obtained.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of your we hold; and

- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at enquiries@southside-ha.co.uk

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113

Web: <http://www.ico.org.uk>

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.

Who we are

Southside Housing Association (Reg. No. HCB186) is a Scottish Charity (Scottish Charity Number SCO36009), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 1694r(s) and having its Registered Office at 135 Fifty Pitches Road, Glasgow G51 4EB takes the issue of security and data protection very seriously and strictly adheres to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z6936072 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Desmond Phee (Corporate Compliance Officer).