



Craigdale Housing Association

BOARD MEMBER PRIVACY NOTICE

(How we use your personal information)

This notice explains what information we collect, when we collect it and how we use this. 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 process your personal data.

Board Member Privacy Notice

Craigdale Housing Association takes the issue of security and data protection very seriously, including compliance with the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

This Privacy Notice applies to applicants, board members and previous board members.

Who are we?

Craigdale Housing Association, registered as:

a Scottish Charity (Scottish Charity Number SCO31879),
a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2296 RS
Registered with the Scottish Housing Regulator, Number HCB 95
a Property Factor, Registered Number PF000223

and having their Registered Office at: **83-85 Dougrie Road, Castlemilk, Glasgow, G45 9NS**

We are notified as a Data Controller with the Information Commissioner's Office under registration number Z5480995 and we are the data controller of any personal data that you provide to us.

What information do we collect?

We collect the following information from you, both from information you have supplied through membership of the Association forms or any other instance where you have provided us with your personal information. We do not routinely receive any additional information from third parties. We collect the following:

- Name
- Address
- Telephone Numbers
- E-mail address
- Date of birth
- National Insurance number
- Protected characteristics as defined by the Equality Act 2010, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- Qualifications
- Medical information
- Employment details
- Membership of professional organisations
- Membership of other voluntary organisations
- Next of Kin or emergency contact details
- Bank and credit union details

- Signature
- Disclosure Scotland checks
- Copy of passport
- Copy of driver's licence and car insurance details
- Recruitment information (including application form, references and other information included as part of the application process)
- Accidents in the office
- Any conflict-of-interest issues
- Annual signed Code of Conduct
- Skills appraisals, learning and development records
- Attendance at Board and Committee meetings
- Photographs

We may collect and use the above information and personal data for:

- Administration duties
- Payment of any out-of-pocket expenses
- Recruitment and selection
- Appraisal, training and development
- Membership of professional bodies
- Health, safety and wellbeing
- Compliance with Code of Conduct, Standing Orders and Association Rules
- Equality monitoring
- Regulatory reporting

Who might my data be shared with, or seen by?

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors and healthcare providers insofar as reasonably necessary, and in accordance with data protection legislation.

We may also disclose your personal data:

- with your consent
- to the extent that we are required to do so by law
- to complete a regulatory return
- to protect the rights, property and safety of us, our customers, users of our websites and other persons
- in connection with any ongoing or prospective legal proceedings
- If we are investigating a complaint, information may be disclosed to solicitors, independent investigators such as auditors, the Scottish Housing Regulator and other regulatory body involved in any complaint, whether investigating the complaint or otherwise
- to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling
- to another organisation if we enter into a joint venture or merge with another organisations.

What are the legal bases for us processing your personal data?

We will only process your personal data on one or more of the following legal bases:

- contract
- consent
- our legitimate interests
- vital interests
- public interest / official authority
- legal obligation

Processing special category personal data

Special categories of personal data means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences, or alleged offences; genetic data; or biometric data for the purposes of uniquely identifying you.

The "special categories" of sensitive personal information referred to above require higher levels of protection. We need to meet additional legal requirements for collecting, storing, and using this type of personal information.

Where do we keep your data?

Your information will only be stored within the United Kingdom and the European Economic Area ('EEA') except where international transfers are authorised by law.

How do we keep your data safe?

When you give us information, we take steps to make sure that your personal information is kept secure and safe. All data is held in accordance with Craigdale Housing Association's data protection policies and procedures. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

How long do we keep your data?

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, as recorded in our Data Retention Policy and Schedule.

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;
- in certain situations, make a request to us to delete your personal data;

- request we restrict processing your personal data;
- object to the processing;
- object to us processing your personal data; and
- request to exercise you right to portability

Queries and Complaints

Any questions relating to this notice and our privacy practices should be directed, in the first instance, to dataprotection@craigdaleha.co.uk or by telephoning 0141 634 6473.

Alternatively, you can contact our Data Protection Officer, who is provided by RGDP LLP and can be contacted either via 07935 008 316 or info@rgdp.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:

Telephone: 0303 123 1113

Online: [Make a complaint | ICO](#)

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.

Acknowledgement of receiving and reading this notice

I _____ [print name]
confirm that I have read and understood the contents of this Board Privacy Notice.

Signed:	
Date:	