



**BOARD MEMBER /
APPLICANT
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

Glen Oaks 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

Who are we?

Glen Oaks Housing Association Limited, registered as:

A Scottish Charity (Scottish Charity Number SCO34301);
With the Financial Services Agency with Registered Number 2420RS;
With the Scottish Housing Regulator with Registration Number HCB241;
Scottish Property Factor Register Number PF000173;

and having our Registered Office at: **3 Kilmuir Drive, Arden, Glasgow, G46 8BW**

We are notified as a Data Controller with the Information Commissioner's Office ('ICO') under registration number Z5443064 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 may collect the following:

- Name, Address, Post Code
- Date of Birth
- Telephone Number
- Address
- E-mail address
- Signature
- NI number
- Protected characteristics under 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
- Details concerning health or any disability
- Occupation
- Bank account details (when applicable)
- Register of interest
- Standard disclosure checks
- CCTV Imagery
- Relationship with current Board members and / or staff
- Positions with public responsibilities
- Legal & Financial declarations

- Membership and directorships held, together with duration
- Training records

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
- 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, selected third parties, government agencies and regulators 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 in relation to the Management Board
- to protect the rights, property and safety of us, our customers, users of our website and other persons
- in connection with any ongoing or prospective proceedings
- if we are investigating a complaint, information may be disclosed to solicitors, independent investigators, including auditors, the Scottish Housing Regulator, and other regulatory bodies, 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 organisation.

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 (including CCTV recordings, telephone call recordings, business planning and resilience, operating our IT systems and processing next of kin details, if applicable)
- 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, except where international transfers are authorised by law.

How do we keep your data safe?

When we are provided with personal data, we take steps to make sure that your personal information is kept secure and safe. All data is held in accordance with Glen Oaks 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 / best practice, or as set out in any relevant contract we have with you and in accordance with our Data Retention Policy and Schedule.

Your Rights

You have the right at any time to request to exercise your data subjects' rights in relation to the following:

- the right to be informed
- the right to access
- the right to rectification
- the right to object to processing
- rights in relation to automated decision making and profiling
- the right to be forgotten
- the right to data portability
- the rights to restrict processing

Queries and Complaints

Any questions relating to this notice and our privacy practices should be directed, in the first instance, to go@glenoaks.org.uk or by telephoning 0141 638 0999

Our Data Protection Officer is provided by RGDP LLP and can be contacted either via 0131 222 3239 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.

This Privacy Notice was last updated on 9.10.24