ARDENGLEN



COMMITTEE MEMBER PRIVACY NOTICE

Ardenglen Housing Association Ltd, a Scottish Charity (Scottish Charity Number SC032542), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2339R(S) and having their Registered Office at 355 Tormusk Road, Glasgow, G45 0HF.

We take the issue of security and data protection very seriously and strictly adhere to data protection legislation. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5937922 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer is RGDP LLP. Any questions relating to this notice and our privacy practices should be sent to 355 Tormusk Road, Glasgow, G45 0HF or emailed to dataprotection@ardenglen.org.uk

How we use your personal data

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 information.

What personal information we may 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
- Date of Birth
- Address
- Telephone number
- Email address
- Signature
- 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 (where applicable)
- Register of interest
- Standard disclosure checks
- CCTV Imagery
- Photos
- Relationship with current Committee members and / or staff
- Positions with public responsibilities
- Legal & financial declarations
- Memberships and directorships held, together with duration
- Training records
- Video and audio for communications

We 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

Sharing of Your Information

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors, 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 the Management Committee
- 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, including CCTV imagery, surveys, next of kin details, newsletters and recognized legitimate interests in accordance with the Data (Use and Access) Act 2025
- vital interests
- tasks carried out in the public interest or with official authority
- legal obligation

Processing Special Category Personal Data

Special categories of information 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.

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

Where do we keep your data?

Your information will only be processed within the UK except where international transfers are authorised by law by virtue of Chapter V of the UK GDPR.

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 Ardenglen 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 personal data for?

We will 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 or in accordance with best practice.

Queries and Complaints

Ardenglen Housing Association, has appointed a Data Protection Officer (DPO). Our DPO is provided by RGDP LLP, who can be contacted either by phone on 0131 222 3239 or by email: info@rgdp.co.uk

Any questions relating to this notice and our data protection compliance should be sent, in the first instance, to the Data Protection Lead, by email: dataprotection@ardenglen.org.uk

You 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 personal and contact details.

Updated:

Acknowledgement of receiving and reading this notice

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

Signed **Date**

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