



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 information.

CASSILTOUN HOUSING ASSOCIATION LIMITED
CASSILTOUN TRUST
CASSILTOUN STABLES NURSERY LIMITED

Charity SC035544
Charity SC030310
Charity SC043312

59 Machrie Road, Castlemilk, Glasgow, G45 0AZ

Board Member Privacy Notice

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 handle your information.

1. Who are we?

Cassiltoun Housing Association and its subsidiaries (“we” or “us”) is committed to compliance with UK data protection legislation, including protecting the rights of individuals with respect to the processing of their personal data and adhere to the laws, including the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

We are notified as a Data Controller with the Office of the Information Commissioner under registration numbers:

Cassiltoun Housing Association	Z4735503
Cassiltoun Stables Nursery	ZA052887

2. 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:

- (a) Name
- (b) Date of Birth
- (c) Address
- (d) Telephone Number
- (e) E-mail address
- (f) Signature
- (g) 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
- (h) Qualifications
- (i) Details concerning health or any disability
- (j) Occupation

- (k) Bank account details (where applicable)
- (l) Register of interest
- (m) Standard disclosure checks
- (n) CCTV imagery
- (o) Photos
- (p) Relationship with current Board members and / or staff
- (q) Positions with public responsibilities
- (r) Legal & financial declarations
- (s) Memberships and directorships held, together with duration
- (t) Training records
- (u) Video and audio for communications

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

- (a) Administration duties
- (b) Payment of any out of pocket expenses
- (c) Recruitment and selection
- (d) Appraisal, training and development
- (e) Membership of professional bodies
- (f) Health, safety and wellbeing
- (g) Equality monitoring
- (h) Regulatory reporting

3. Who might by personal data be shared with?

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 e
- 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.

4. 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, business planning and resilience, operating our IT systems and processing next of kin details, if applicable)
- vital interests
- public interest / official authority
- legal obligation

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.

5. Where do we keep your personal data?

Your personal information will only be stored within the United Kingdom, except where international transfers are authorised by law.

6. How do we keep your personal 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 Cassiltoun 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.

6. How long do we keep your personal 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, and as detailed in our Retention Policy and Schedule.

7. What are 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

8. Queries and Complaints

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact us at our registered office or by telephoning 0141 634 2673 or by email at housing@cassiltoun.org.uk.

Cassiltoun 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

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.

This Privacy Notice was last updated on 21 June 2023

Acknowledgement of receiving and reading this notice

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

Signed

Date