



**WHITEINCH AND SCOTSTOUN HOUSING
ASSOCIATION, WS ESTATE SERVICES LTD,
WHITEINCH CENTRE LTD**

AND

**WS PROPERTY MANAGEMENT LTD ('THE
WHITEINCH GROUP')**

**COMMITTEE & BOARD MEMBERS
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.

Introduction

The purpose of this Committee and Board Privacy Notice is to explain to you the reasons which we process your personal data and explain your rights under the current data protection laws.

We collect and process personal data relating to you to manage our relationship with you. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations in respect of your personal data.

This Privacy Notice applies to members of the Management Committee of Whiteinch & Scotstoun Housing Association Ltd. and to the Board members of WS Property Management Ltd., WS Estate Services Ltd. and Whiteinch Centre Ltd., regardless of length of service, and may be amended at any time. If any amendments are required in the future, we will notify you as is appropriate.

This Privacy Notice may be amended at any time and we will inform you of any such changes.

Who are we?

The Whiteinch Group are registered as data controllers with the Information Commissioner's Office as follows:

- Whiteinch & Scotstoun Housing Association: Z6594479
- WS Estate Services Ltd: ZA338881
- WS Property Management Ltd: Z3117467
- Whiteinch Centre Ltd: ZA458941

The Whiteinch Group takes the issue of security and data protection very seriously, including compliance with data protection laws, including the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Regulations.

Where does your personal information come from?

The Whiteinch Group controls and processes a range of information about you. In this privacy notice 'your personal information' means your personal data i.e. information about you from which you can be identified. Your 'personal information' does not include data where your identity has been removed (anonymous data). It is really important that your personal information that we hold and process is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

We collect the following information from you or other third parties, such as medical practitioners:

- Your name, address, and contact details including email address and telephone number and date of birth
- Your occupation and tenure
- Bank account details (where applicable)
- Qualifications and experience
- Any interests you have which may conflict with your ability to govern the organisation fairly
- Information about medical or health conditions, including if you have a disability for which the organisation needs to make reasonable adjustments
- Equal opportunities monitoring information about your gender, ethnic origin, sexual orientation and religion or belief
- Your car insurance and driver license details
- Register of interests
- Standard disclosure checks
- Photos
- Relationship with current committee members and / or with staff
- Legal & financial declarations
- Memberships and directorships held, together with duration
- Photos
- Training records
- CCTV imagery

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, 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.

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)
- 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.

There are specific legal reasons for processing this special data, including, but not limited to:

- We may process medical information where this affects your ability to carry out your duties for us
- We will require any information on criminal convictions or offences to meet the legal obligations of Committee and / or Board Membership.

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

We do not carry out any automated decisions regarding you.

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 personal data is processed in accordance with the Whiteinch Group'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.

Data Retention

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.

If you do not wish to provide your personal data

You have obligations under your Committee/Board Membership to provide the organisation with the certain personal data. If you do not wish to provide the requested data you may not be eligible to be a member of the Committee and / or the Board. If you have any queries regarding this, please contact the Data Protection Lead, for further information.

Queries and Complaints

The Whiteinch Group, with the exception of the Whiteinch Centre, has appointed a Data Protection Officer (DPO). Our DPO is provided by RGDP LLP, who can be contacted either via 0131 222 3239 or 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, Peter Latham who can be contacted at our registered office or by telephoning 0141 959 2552 or by e-mail at PLatham@wsha.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: 8.6.23

Acknowledgement of receiving and reading this notice

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

Signed

Date