

## **Albyn Housing Society Shareholding Member Privacy Notice**

Albyn Housing Society understands the importance of maintaining accurate and up to date information relating to individuals who are shareholding members of the Society. This notice explains what information we collect, when we collect it and how we use it to support and deliver this activity.

### **Background**

Albyn Housing Society is a Scottish Charity (Scottish Charity Number SC027123), a registered society under the Co-operative and Community Benefit Societies Act 2014 (Registered Number 1776RS), and having their Registered Office at 98-104 High Street, Invergordon, IV18 0DL.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the UK GDPR and Data Protection Act of 2018, together with any domestic laws subsequently enacted.

We are registered as a Controller with the Office of the Information Commissioner (ICO) under registration number Z641878X and we are the Controller of any personal data that you provide to us.

Our Data Protection Officer is Laura Morgan. Member

Any questions relating to this notice and our privacy practices should be sent to: [informationrequests@albynhousing.org.uk](mailto:informationrequests@albynhousing.org.uk)

### **What information we collect**

We will collect the following categories of personal information about you as part of managing and administering your shareholding:

Personal details

- Name
- Contact details (address, telephone number, email address)

We will also ask you to share disability information and details of any reasonable adjustments you may require, to support your participation in shareholding-related meetings or communications.

## **Where we collect personal information from**

We collect your personal information from you via a variety of sources including:

- When you complete one of our forms
- When you call, write, email or meet with us

## **Why we need personal information**

We will process your personal information so that you can participate as a shareholding member and so we can manage and administer your shareholding membership.

## **The legal basis for processing personal information**

In accordance with UK GDPR and Data Protection Act of 2018, we need a legal basis for collecting and using information about you.

The legal basis for processing your personal information is that we have a legal obligation to do so in order for the performance of our governance functions in managing and administering your shareholding.

The legal basis for processing any special category personal information is explicit consent.

## **Who we share personal information with**

Your personal information will be accessed by staff in Albyn Housing Society for the purposes set out in this privacy notice or for other purposes where approved by you or as otherwise permitted by law.

We may be required to share personal information with Statutory or Regulatory authorities and organisations to comply with statutory obligations. We will only share information on the basis of your consent or in accordance with the UK GDPR and Data Protection Act of 2018

## **How we protect personal information**

When you give us information, we take steps to make sure that your personal information is kept safe and secure. Your personal information is stored on our paper and IT filing systems which may be copied for testing, back up, archiving and disaster recovery purposes. Access to your information is limited to those who require it to provide services to you.

If any of your personal information is transferred outwith the European Union or the European Economic Area by any of our contractors, we will ensure that there are adequate safeguards in place to protect personal information in accordance with the UK GDPR and Data Protection Act of 2018.

## How long we keep personal information

- We will retain your shareholding membership records indefinitely, where necessary to comply with our legal and governance obligations, in line with our Data Retention Schedule.
- We will retain your shareholding application form for a period of six years from the date of cancellation of your shareholding membership.

## Your rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you would like to exercise any of your rights above, please contact us at: [informationrequests@albynhousing.org.uk](mailto:informationrequests@albynhousing.org.uk). You should note that your rights under the UK GDPR and 2018 Act are not absolute and are subject to qualification.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the Data Protection Officer for Albyn Housing Society Ltd [informationrequests@albynhousing.org.uk](mailto:informationrequests@albynhousing.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office  
6th Floor, Quatermile One,  
15 Lauriston Place,  
Edinburgh EH3 9EP

Telephone: 0303 123 1113  
Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

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.