

Albyn Group

Governing Body Member Privacy Notice

Albyn Group will collect and process personal data provided by Governing Body Members (GBMs) at the outset of their appointment.

We support GBMs in carrying out their roles and responsibilities and in doing so will process personal data about you (which may be held on paper, electronically, or otherwise) and recognise the need to treat it in an appropriate and lawful manner.

This notice explains what information we collect, when we collect it, and how we use it.

Albyn Group is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the Group's business.

The purpose of this notice is to make you aware of how we will handle your information.

Background

Albyn Group is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in UK Data Protection legislation, together with any domestic laws subsequently enacted.

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

Our Data Protection Officer is Laura Morgan.

Any questions relating to this notice and our privacy practices should be sent to: laura.morgan@albynhousing.org.uk

What information we collect

We collect the following categories of personal information about you as part of our recruitment process:

Personal details

- Name
- Contact details
- Date of birth
- Next of kin / emergency contact information
- Employment history and experience

- Banking details
- Interests that need to be declared
- Photographs
- Any other information you provide to us

We will also collect, store and process the following special category data:

- Equalities data including your race or ethnicity, religious beliefs and sexual orientation
- Your health, including whether you consider yourself to have a disability
- Criminal convictions and offences

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 (for example application, declaration of interests, code of conduct)
- When you call, write, email or meet with us
- When you use our social media sites and our website
- From third parties such as recruitment agencies and statutory organisations

Why we need personal information

We need to collect your personal information so that we can manage and administer the roles of GBMs and ensure compliance with Society Rules and Regulatory requirements.

We may use special category data that you provide to us in the following ways:

- Equalities data – for equal opportunities monitoring purposes
- Health and disability status - to help us to provide you with any reasonable adjustments that need to be made to support you in your role as GBM
- Criminal convictions and offences – to assess your suitability for the role of GBM

The legal basis for processing personal information

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

The legal basis for us processing your personal information as detailed in this notice are detailed below.

Legal obligation

Processing is necessary for compliance with a legal obligation to which we are subject:

- Co-operative & Community Benefits Act, 2014
- Charities & Trustees Investment (Scotland) Act, 2005
- Financial Conduct Authority requirements

- Scottish Housing Regulator requirements

Legitimate interests

We also process your personal information in pursuit of our legitimate interests to:

- Communicate with GBMs regarding governance and administrative matters
- Undertake research to improve our operations
- Manage our Board in accordance with good practice.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for your benefit

Explicit consent

We will only process special categories of personal data as detailed within this notice with the explicit consent of GBMs.

Who we share personal information with

The information you provide to us will be treated by us as confidential. We may disclose your information to third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- Training providers
- Systems providers (for the use of Office 365 and Boardlogic)
- Disclosure and Barring Service (DBS)
- Organisations who may act on our behalf in the recruitment selection process
- Any other organisation who has a legal right to it

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 General Data Protection regulations and applicable UK Data Protection Legislation.

How long we keep personal information

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 (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you. Information on data retention guidelines on the information we hold is provided in our Data Protection Policy.

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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at informationrequests@albynhousing.org.uk if you wish to make a request.

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

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

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 / www.ico.org.uk