

Our Privacy Notice Management Committee

October 2023 (review date October 2026)



We take your privacy seriously and we ask that you read this privacy notice carefully as it contains information on what we collect about you, what we do with your personal data and who your information might be shared with. We comply with all relevant data protection laws, including the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this.

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.

About us

We are a registered Data Controller with the Information Commissioner's Office (ICO), www.ico.org.uk, for any personal data you provide to us (Registered No. Z6608328).

We are registered with the following:

- Registered Scottish Charity No.SC040876
- Registered with the Scottish Housing Regulator No.197
- Registered Property Factor No.PF000261
- Registered Society - Co-operative & Community Benefit Societies Act 2014 No.1798RS

If you have any questions about this privacy notice, please contact:

info@tollcross-ha.org.uk | www.tollcross-ha.org.uk | 0141 763 1317

Tollcross Housing Association, 868 Tollcross Road, Glasgow, G32 8PF

Our Data Protection Officer contact details are: info@rgdp.co.uk | 0131 222 3239

RGDP LLP, Level 2, One Edinburgh Key, 133 Fountainbridge, Edinburgh, EH3 9QG

What information 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 receive any additional information from third parties. We collect the following:

- Name, address, telephone number, e-mail address, and any other contact information.
- National Insurance number and date of birth.
- Protected characteristics data, as defined by the Equality Act 2010.
- Any relevant health and safety information (including disability information).
- Qualifications, references, employment history, and professional memberships.
- Register of interest.



HAPPY TO TRANSLATE

Get in touch

Tel 0141 763 1317 | www.tollcross-ha.org.uk | info@tollcross-ha.org.uk

Tollcross Housing Association | 868 Tollcross Road | Glasgow | G32 8PF

Registered Scottish Charity No.SC040876 | Registered with the Scottish Housing Regulator No.197 | Registered Property Factor No.PF000261 | Registered Society under Co-operative and Community Benefit Societies Act 2014 No.1798RS

Why we collect your data

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
- Health, safety and wellbeing
- Equality monitoring
- Regulatory reporting
- Membership of professional bodies

How we collect information

We collect information including personal data about you when:

- You join our management committee through our recruitment and induction process.
- Provide us personal data, for any business reason.
- Our lawful basis for collecting data may be based on consent, legitimate interest, public task, legal obligation, vital interest.
- When we are handling information that is sensitive, known as special category, we may use additional lawful basis such as employment, explicit consent, vital interest or legitimate interest.

Sharing of your information

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors 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.
- 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 lawful 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
- vital interests
- legal obligation
- our legitimate interests (including CCTV recordings, telephone call recordings, sending newsletters and processing next of kin details)
- public task in the public interest / official authority

Special categories of personal data

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.

Transfers outside the UK

Your information will only be processed within the UK, except where international transfers are authorised by law.

Security

When we process your personal data we take steps to make sure that your personal information is kept secure and safe. This includes ensuring there is adequate IT and physical security for all locations that data is stored and we ensure that these measures are tested on a regular basis to ensure compliance. All information is kept in line with our data protection policies and procedures, which are available on our website.

How long we will keep your 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 / best practice or as set out in any relevant contract we have with you. Our full retention guidelines are available on our website, or a copy can be requested from our registered office.

Your rights

You have the right at any time to request us 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 & profiling
- the right to be forgotten
- the right to data portability
- the rights to restrict processing

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. If you would like to exercise any of your rights above please contact: info@tollcross-ha.org.uk or info@rgdp.co.uk.

Queries and concerns

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: info@tollcross-ha.org.uk | 0141 763 1317 or info@rgdp.co.uk | 0131 222 3239

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. www.ico.org.uk/make-a-complaint | 0303 123 1113

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.