



Dunbritton Housing Association Limited

Name of Policy	Board Member and Application Privacy Notice
Responsible Officer	Finance and Corporate Services Manager
Date of next Review	May 2027
Section	Corporate Services

We can produce information, on request, in large print, Braille, tape and on disc. It is also available in other languages. If you need information in any of these formats please contact us on 01389 761486

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1. Preamble

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.

2. Introduction

The purpose of this privacy notice is to explain to you the reasons WHY we may hold and use your personal data and explain your rights under the current data protection laws, in relation to your usage of our website. This privacy notice explains how we collect and use personal information about our Board Members and Board Member applicants.

Separate versions of Privacy Notices are issued to our Tenants, Customers, Staff and Website Users.

Your personal information will be processed by:

Dunbritton Housing Association of: 1 Hatters Lane, Dumbarton, G82 1AW

We are registered as a data controller with the Information Commissioner's Office ('ICO') and our registered number is Z7205348.

3. 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:

- Name
- Date of Birth
- Telephone Number
- Address
- E-mail address
- Signature
- National Insurance Number
- 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
- Qualifications
- Details concerning health or any disability.
- Occupation
- Bank account details (when applicable)
- Register of interest

- Standard disclosure checks
- CCTV Imagery
- Photographs
- Relationship with current board members and / or staff
- Positions with public responsibilities
- Legal & financial declarations
- Membership and directorships held, together with duration.
- Training records
- Video and audio for communications

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

4. 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, selected third parties, government agencies and regulators and healthcare providers so far 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 tenants, users of our website and other persons
- in connection with any ongoing or prospective proceedings
- if we are investigating a complaint, information may be disclosed to solicitors, independent investigators, including auditors, the Scottish Housing Regulator, and other regulatory bodies, 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 organisation.

5. 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, including pre-contract negotiations.
- Consent
- Our legitimate interests (including CCTV recordings, maintenance of disaster recovery plans, recording next of kin details)
- Vital interests
- The performance of a task carried out in the public interest and / or with official authority.
- Legal obligation.

6. Processing special category 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 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.

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations and in line with our privacy policy.
- Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our Privacy Policy.

7. Where do we keep your data?

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

8. How do we keep your data safe?

When we are provided with personal data, we take steps to make sure that your personal information is kept secure and safe. All data is held in accordance with Dunbritton 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.

9. How long do we keep your 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 / best

practice, or as set out in any relevant contract we have with you and in accordance with our Data Retention Policy and Schedule.

10. 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.

11. Queries and Complaints

Any questions relating to this notice and our privacy practices should be directed, in the first instance, to admin@dunbritton.org.uk or by telephoning 01389-761486.

Our Data Protection Officer is provided by RGDP LLP and can be contacted either via 0131 222 3239 or info@rgdp.co.uk

You also 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](#)

This Privacy Notice was last updated on 20/05/2024.