DUNBRITTON
HOUSING ASSOCIATION
Together we can...

Staff & Board Fair Processing Notice

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 handle your information.

The Association 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 the Data Protection Act of 1998 and the General Data Protection Regulation which is applicable from 25 May 2018, together with any domestic laws subsequently enacted.

We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Information Commissioner's Office (ICO) under registration number Z7205348 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Daniel Wilson.

Any questions relating to this notice, and our privacy practices, should be raised with the Data Protection Officer / Corporate Services Manager.

We collect the following information from you, both from information you have supplied and/or from third parties. We collect the following:

- Name
- Date of Birth
- Address
- Telephone Number
- E-mail address
- National Insurance number
- Personal characteristics such as gender and ethnic group
- Qualifications
- Absence information
- Disabilities
- Trade Union membership
- Bank Details
- Pension Details
- Next of kin
- Conflicts of Interest
- Confirmation of your right to work in the UK (We are legally required to hold a copy of these documents for the duration of your employment)

We collect and use the above information and personal data for:

- Administration of contracts of employment
- Payment of salaries
- Recruitment and selection
- Pensions and associated benefits, appraisal, training and development
- Membership of professional bodies
- Health & Safety
- Monitoring equality & diversity
- Statutory Reports

We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your salary payments
- To allow your pension provider to process pensions information and handle your pension
- To allow your electronic payslips to be produced and issued to you
- If we enter into a joint venture with or are sold to, or merged with, another business entity
- Occupational Health purposes
- As required by law

Your information will only be stored within the UK.

When you give us information we ensure that your personal information is kept secure and safe. All staff files are held in a locked cabinet when in paper format, and in a password protected folder when in electronic format.

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, or as set out in any relevant contract we have with you.

You have the right at any time to:

- Ask for a copy of the information about you held by us
- Require us to correct any inaccuracies
- Request that the data is deleted

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 the Data Protection Officer / Corporate Services Manager.

You have the right to complain to the Information Commissioner's Office in relation to use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

The accuracy of information held is important to us - please help us keep our records updated by informing us of any changes to your contact details.

DUNBRITTON
HOUSING ASSOCIATION
Together we can...

Dunbritton Housing Association Limited, First Floor, 32 High Street, Dumbarton, G82 1LL
Tel: **01389 761486** • Fax: **01389 730067** • E-mail: **admin@dunbritton.org.uk**

www.dunbritton.org.uk

Dunbritton Housing Association is a Scottish Charity (Scottish Charity Number SC036518), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2421R(S) and having its Registered Office at 1st Floor, 32 High Street, Dumbarton, G82 1LL.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z7205348 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer is Daniel Wilson. Any questions relating to this notice and our privacy practices should be sent to Daniel Wilson at 1st floor, 32 High Street, Dumbarton, G82 1LL, by phone on 01389 310 893, or e-mailed to dwilson@dunbritton.org.uk