



GDPR Fair Processing Notice

Share Members and Board Members

(How we use your personal information)

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.

Who are we?

1. Argyll Community Housing Association Limited, a Scottish Charity (Scottish Charity Number SC042713), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2661R(S) and having their Registered Office at Menzies House, Glenshellach Business Park, Oban, PA34 4RY (“**we**” or “**us**”) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the UK GDPR and Data Protection Act 2018, together with any domestic laws subsequently enacted.
2. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z9593799 and we are the data controller of any personal data that you provide to us.
3. Our Data Protection Officer is Allan MacDonald, Director of Finance and IT.
4. Any questions relating to this notice and our privacy practices should be sent to Allan MacDonald, Director of Finance and IT, Argyll Community Housing Association, Menzies House, Glenshellach Business Park, Oban, PA34 4RY; allan.macdonald2@acha.co.uk.

How we collect information from you and what information we collect

5. When you apply for and become a member or board member of Argyll Community Housing Association, we collect the following personal information:
 - your name, address, email address, date of birth, contact telephone numbers, signature;
 - your connection to Argyll Community Housing Association and eligibility to become a member or board member;
 - equality information relating to your gender, age, ethnicity, and disability (Board members only, providing you consent to this);
 - photograph (board members only).
6. If you are applying to become a board member of Argyll Community Housing Association, we will also collect information regarding your qualifications, skills, employment and training history, declaration of interests, and bank account details.

Why we need this information about you and how it will be used

7. Why we need your personal information – contractual obligations

When you become a member or board member of Argyll Community Housing Association we may need to process your personal information in order to comply with our rules (which form our constitution). Such processing includes, for example, payment of expenses to board members.

8. Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members and board members for the purposes of complying with our obligations under:

- the Co-Operative and Community Benefit Societies Act 2014 and Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members and board members, which includes our members' and board members' name, postal address, email address (if provided), number of shares, statement of

property, the date they were admitted to membership and the date on which they ceased to be our member or board member, and hold general meetings, including issuing notices and voting arrangements;

- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary; and
- the Housing (Scotland) Act 2010, which requires us to report certain statistical data on our board members to the Scottish Housing Regulator.

9. Why we need your personal information – legitimate purposes

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

- issue communications to keep you informed about Argyll Community Housing Association;
- produce anonymised statistical reports on the makeup of Argyll Community Housing Association's membership and to monitor membership representatives; and
- record meeting attendance, record training and events attendance, record the minutes of meetings.

10. 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 our data protection officer - Allan MacDonald, Director of Finance and IT, Argyll Community Housing Association, Menzies House, Glenshellach Business Park, Oban, PA34 4RY; allan.macdonald2@acha.co.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of your continued membership or position on the Board of Management.

11. Why we need your personal information – Board members' equality monitoring requirements

We use your personal information relating to your gender, age, marital status, sexual orientation, ethnicity, religion/belief, disability under the Equality Act 2010.

- We will process such personal information to identify and keep under review the existence or absence of equality of opportunity or treatment between

groups of people within the same categories to promote or maintain equality within Argyll Community Housing Association.

12. Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Sharing of Your Information

13. We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Scottish Housing Regulator, the Financial Conduct Authority and the Office of the Scottish Charity Regulator for the purposes of complying with statutory reporting requirements and evidencing the composition of our membership and board.

14. As a board member we may also share your information with our bankers to allow them to meet their regulatory requirements in relation to Know Your Client regulations.

15. These organisations will become controllers of your personal information upon receipt in most cases and you should refer to their privacy notices / policies for further details on how they will use your personal information.

16. We may share personal information with our professional and legal advisors for the purposes of taking advice, as well as our auditors where required.

17. In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

18. Members of ACHA have a right under the Co-operative and Community Benefit Societies Act 2014 to inspect a duplicate Register of Members we retain for such inspections on request. The details retained on this Register of Members is your name; postal address; email address (if notified); date entered as member; and date membership ceased (if applicable). If you are concerned about your information being shared in this way, please contact Lesely.Lindsay@acha.co.uk to discuss.

How We Store Your Information

19. Your personal information is stored on our electronic and non-electronic filing systems and our servers based in the UK, and is accessed by our employees for the purposes set out above.

20. Your information will only be stored within the UK and European Economic Area (EEA). Where information is transferred outside the UK or EEA we ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

Security

21. When you give us information we take steps to make sure that your personal information is kept secure and safe. We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

How long we will keep your information

22. We will only keep your personal information for as long as necessary to administer your membership and/or board members in line with Argyll Community Housing Association's rules, policies and procedures, and to safeguard Argyll Community Housing Association in the event of any claims, complaints, litigation, enquiries or

investigations during or following your time as a member or board member.

23. We will keep certain personal information of board members for longer in order to keep a record of changes in our board and sub-committee composition over time. This will include the names of board members, along with the dates on which they entered and left office, and a register of office bearer's names, address and dates of office. We need to do this to comply the Argyll Community Housing Association's rules and to demonstrate that our board and sub-committees have been properly and continuously constituted in accordance with our rules.

24. We are also legally required to permanently maintain a register of all members and board members under the Co-operative and Community Benefit Societies Act 2014. The details retained will be: name; postal address; email address (if notified); number of shares and amount paid; statement of property; date entered as member; and date membership ceased (if applicable).

25. We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold.

26. Our data retention policy is available on our website at www.acha.co.uk.

Your Rights

27. You have the right at any time to:

- a) access and obtain a copy of your data on request;
- b) require the organisation to change incorrect or incomplete data;
- c) require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- d) object to the processing of your data in certain circumstances;
- e) ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data;
- f) ask that the organisation transfer the data you have us to another organisation,

or you, in certain circumstances; and

- g) have information given to you regarding certain automated decision making the Association uses, be able to appeal against such decision making and not have significant decisions made about you solely by automated decision making.

28. 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: Allan MacDonald, Director of Finance and IT, Argyll Community Housing Association, Menzies House, Glenshellach Business Park, Oban, PA34 4RY; allan.macdonald2@acha.co.uk.

29. 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:

The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT
Telephone: 0303 123 1115 Email:
Scotland@ico.org.uk

30. 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.