

Privacy Notice for Governing Board Members

What we need

Hjaltland Housing Association Limited (Hjaltland) will be a "controller" of the personal information that you provide to us at the outset of your appointment through a range of ways, including:

- Membership application forms,
- Code of Conduct,
- Personnel Forms,
- Induction,
- Expenses payment details.

Through your appointment with the Association, we may ask you for the following personal information:

- Personal details
 - name,
 - address,
 - email address,
 - date of birth,
 - National Insurance number,
 - next of kin / emergency contact details,
 - gender,
 - marital status,
- Payment details
 - bank account number,
 - sort code,
- Equality information
 - disability,
 - race,
 - ethnicity,
 - sexual orientation,
- Regulatory details
 - Code of Conduct,
 - conflict of interests,
 - details relating to Entitlements, Payments and Benefits policy,
- Employment details
 - application form,
 - dates of appointment,
 - attendance record,
 - performance details,
 - qualifications,
 - employment history,
 - training undertaken,
 - disciplinary and grievance information,
 - information about use of IT systems,
 - photographs,
 - criminal convictions and offences.

Some of the information we collect about you may include Special Categories of Personal Data (as defined by the data protection legislation).

Why we need your personal information

Contractual purposes

We need to collect your personal information so that we can manage the business and meet our obligations under our rules. We will use your personal information to:

- administration of your appointment,
- recruitment and selection,
- ensure that the information the Association hold on you is kept up-to-date,
- deal with governance related disputes that may arise,
- prevent, detect and prosecute fraudulent, criminal or other inappropriate behaviour,
- make payments (expenses),
- record evidence of training or membership of professional bodies, and
- to ensure the safety and security of you and others.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to manage your appointment or comply with our legal obligations.

Legal obligations

We are under a legal obligation to process certain personal information relating to our Governing Body Members for the purposes of complying with our obligations under the:

- Co-Operative and Community Benefit Societies Act 2014,
- FCA rules,
- SHR regulatory requirements,
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary, and
- Charities and Trustee Investment (Scotland) Act 2005.

Public interest purposes

As a registered social landlord, Hjalmland needs to use your personal information in order to exercise our tasks set out in law or in the public interest, including:

- providing "housing services" as set out in the Scottish housing legislation, and
- complying with regulatory reporting requirements, including disclosing information to the Scottish Housing Regulator and other relevant public bodies.

Where we process personal information in the public interest, 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 let us know. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of Hjalmland.

Legitimate purposes

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

- communicate with Governing Body Members regarding governance and administrative matters,
- undertake research to improve our operations, and
- manage our Governing Body 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.

Use of special categories of personal data

We are required to use your personal information relating to your health, racial or ethnic origin, religious beliefs, sexual orientation, and criminal offences or convictions:

- Equality monitoring purposes as required by the Scottish Housing Regulator. 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 Hjaltland,
- where we have a function under law and it is in the public interest,
- to prevent or detect any unlawful acts, and
- comply with the terms of our insurance.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes, for example, in the newsletter, on the website and in the Internal Business Plan, and will use any additional personal information in accordance with this privacy notice or provide you with an additional privacy notice.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the HMRC, BACS, Bottomline, FCA, Scottish Housing Regulator, Funding organisations (RBS, Bank of Scotland, etc.) for the purposes of, for example, regulatory requirements, expenses payments, compliance with lending covenants, etc.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Hjaltland may be required to publish personal information to meet the Scottish Housing Regulator's regulatory requirements or our legal obligations under the freedom of information legislation. Hjaltland will only publish your personal information where we believe it is lawful.

Hjaltland employs third party suppliers to provide services, including IT, payroll, Internal and External Auditors, etc. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

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.

How we protect your personal information

Your personal information is stored in a secure, lockable filing room and on our electronic filing system and servers based in the UK and is accessed by our employees for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our legal obligations and to safeguard Hjaltland in the event of any claims, complaints, litigation, enquiries or investigations during or following the termination of your appointment. Unless you ask us not to, we will review and possibly delete your personal information in line with the document retention tables included within our Data Protection policy.

We will keep certain personal information of Governing Board members for longer in order to confirm your identity and how long you were Governing Board Member of Hjaltland. We need to do this to allow us to maintain our statutory registers under the Co-operative and Community Benefit Societies Act 2014.

We have document retention tables within our Data Protection Policy that set out the periods for retaining and reviewing all information that we hold. The tables set out different retention periods and you can request a copy at any time.

Your rights

You can exercise any of the following rights by writing to our Data Protection Officer at 6 North Ness Business Park, Lerwick, ZE1 0LZ (mail@hjaltland.org). We have appointed Harper Macleod LLP as our Data Protection Officer.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request",
- if you believe that any of the personal information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete your personal information,
- you have a right to object to and/or request that we restrict the processing of your personal information for specific purposes,
- if you wish us to delete the personal information that we hold about you, you may request that we do so, and
- if you would like to obtain the personal information that we hold about you to reuse it for your own purposes, you may request that we do so.

Any requests received by Hjaltland will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk