



## Appendix 7

### Privacy Notice – Board Members

This Privacy Notice is for our employees. It explains what personal data we process, when we collect it and how we use this. During the course of our activities, we will process personal data about you, (which may be held on paper, electronically, or otherwise). We recognise the need to treat it in an appropriate and lawful manner.

#### Who are we?

Homes for Life Housing Partnership (“**we**” or “**us**”) is a Scottish Charity (Scottish Charity Number 028542), a Company registered in terms of the Companies Acts with registered number 188299 and having their Registered Office at 57 Market Street, Haddington, East Lothian, EH41 3JG. We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 2018 and the UK General Data Protection Regulation (UK GDPR), together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z4790842 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is RGDP LLP who may be contacted at:

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

Telephone: 0131 222 3239 / 07741 738842  
Email: [info@rgdp.co.uk](mailto:info@rgdp.co.uk)

Any questions relating to this notice, our Data Protection Policy and data protection practices should be directed to our Data Protection lead at: 01620 829300 or [info@homesforlife.co.uk](mailto:info@homesforlife.co.uk) or our offices at 57 Market Street, Haddington, East Lothian, EH41 3JG.

### What personal data do we hold and use about you?

As part of your membership of the Board of Directors, we hold and use the personal information that you provide to us and / or other personal information that we may obtain about you from you and from third parties. This includes, but is not necessarily limited to, your:

- Name
- Contact information, including address, telephone number, e-mail address and emergency contact / next of kin information
- Gender
- Marital status
- Date of birth
- Tenure
- National Insurance number
- Occupation and employer;
- Nationality
- Bank account details
- Recruitment information
- Declarations of your interests regarding related parties and organisations
- Absence records, including leave of absence requests and reasons
- Sensitive personal information about your racial or ethnic origin, sexual orientation, your physical and / or mental health, religious or other similar beliefs and / or political opinions (where you choose to share this with us)
- Criminal records information, including Disclosure Scotland and / or Protecting Vulnerable Groups scheme checks
- Grievances and / or complaints raised by you or involving you and / or conduct or disciplinary issues involving you
- Relevant skills and experience
- Membership of professional bodies and local groups
- Appraisals, performance reviews and planning;
- Education and qualifications
- Training records, including courses attended, strategies and plans
- Photograph (to identify you on our website)

If you are also a tenant, then we will also hold and use your personal data in accordance with the Privacy Notice issued to our tenants.

### Why do we hold and use this personal information about you?

We use your personal data to:

- Manage and administer your membership of the Board
- Comply with regulatory requirements and our legal duties and obligations
- Pay your expenses for attendance at Board meetings
- Promote equality of opportunity

- Record absences, including the reason(s) for such absences
- Carry out required statutory checks
- Deal with disciplinary and grievance matters
- Monitor and manage your performance, conduct, development and attendance
- Protect your vital interests, for example, to notify your next of kin and / or obtain emergency medical assistance in the case of an accident involving you
- Deliver education and training
- Protect our personal information and systems and ensure business continuity
- Undertake business management and planning, including accounting and auditing
- Protect and defend our legal rights in the case of a dispute between us.

### What is our legal basis for holding and using your personal data?

Data protection laws require us to have a legal reason for holding and using your personal data. The most likely legal bases we will use to process your personal data will be Legal Obligation or Contract. In some circumstances we may use protection of your Vital Interests, Public Interest or if not in relation to our public tasks, Legitimate Interests. If we have no other legal basis for processing, we may seek your Consent.

### Who do we share your personal data with?

We may share your personal information with third parties for the purposes described in this notice or for other purposes approved by you. Third parties include:

- Scottish Housing Regulator
- Disclosure Scotland
- Our financial advisers, consultants and IT service providers
- Our solicitors
- Our insurer
- The Police (in the case of actual or suspected criminal activity)

### How long do we keep your personal information?

We review our data retention periods regularly and will only keep your personal information for as long as we need to for the purposes described in this notice or as set out in the contract we have with you or as required by law.

### What rights do you have in relation to your personal data?

You have rights in relation to your personal data and can ask us for the following:

- To access information about the personal data we are processing and to obtain a copy of it
- To change incorrect or incomplete data
- To erase or stop processing your data (in certain circumstances)
- To object to certain processing activities.

These rights are qualified and are not absolute but if you would like to exercise any of your rights, please contact our **Data Protection lead** at: 01620 829300 or [info@homesforlife.co.uk](mailto:info@homesforlife.co.uk) or our offices at 57 Market Street, Haddington, East Lothian, EH41 3JG.

If you remain unsatisfied after your request has been processed by us, you also have the right to complain to the Information Commissioner's Office in relation to our use of your personal data. The Information Commissioner's contact details are below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

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

If you would like to receive this statement in alternative format, for example, audio, large print or braille, please ask.

Last updated: 14 December 2021

