



Privacy Notice:
Board Member



Key Housing Association Limited and Community Lifestyles Ltd

Privacy Notice – Board Member

(How we process 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 process your personal data.

This Privacy Notice applies to applicants, Board members and previous Board members.

Who are we?

Key Housing Association is a Scottish Charity. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5659071. Community Lifestyles is a subsidiary company of Key Housing Association and a Scottish Charity (Scottish Charity Number SC028041).

We are notified as a Data Controller with the Office of the Information Commissioner under registration numbers Z4948684 and we are the data controller of any personal data that you provide to us.

Our Registered Office is at The Square, 70 Renton Street, Glasgow, G4 0HT. Key and Community Lifestyles take the issue of security and data protection very seriously. We comply with all relevant data protection laws, including the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

Our Data Protection Lead for both Key Housing Association and Community Lifestyles (“we”, “our” or “us”) is the Director of People and Organisational Development. Our Data Protection Officer (DPO) is RGDP LLP, who can be contacted either by phone on 0131 222 3239 or by email: info@rgdp.co.uk

Any questions relating to this notice and our privacy practices should be sent to the following email addresses: dataprotection@key.org.uk or info@rgdp.co.uk

Alternatively, you can contact us by writing to us at our Registered Office.

What information do we collect?

We collect the following personal data information from you and other third parties We do not routinely receive any additional information from third parties. We may collect the following:

- Name
- Address
- Telephone Numbers
- E-mail address
- Date of birth
- National Insurance number
- Protected characteristics as defined by 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
- Medical information
- Employment details
- Membership of professional organisations
- Membership of other voluntary organisations
- Next of Kin or emergency contact details
- Bank and credit union details
- Signature
- Disclosure Scotland checks
- Copy of passport
- Copy of drivers licence and car insurance details
- Recruitment information (including application form, references and other information included as part of the application process)
- Accidents in the office
- Any conflict of interest issues
- Annual signed Code of Conduct
- Positions with public responsibilities
- Legal & financial declarations
- Memberships and directorships held, together with duration
- Skills appraisals, learning and development records
- Attendance at Board meetings
- Photographs
- Video and audio for communications
- CCTV Imagery.

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
- Compliance with Code of Conduct, Standing Orders and Association Rules
- Equality monitoring
- Regulatory reporting.

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 and commissioners/regulators insofar as reasonably necessary, and in accordance with data protection legislation.

Board members of Community Lifestyle's personal data may be shared with the Board members of Key Housing Association, insofar as it relates to Minutes of Meetings and ancillary administrative matters relating to Community Lifestyles.

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 customers, users of our websites and other persons;
- In connection with any ongoing or prospective legal proceedings;
- If we are investigating a complaint, information may be disclosed to solicitors, independent investigators such as auditors, the Scottish Housing Regulator and other regulatory body involved in any complaint, 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(s).

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
- Consent
- Our legitimate interests, including CCTV recordings
- Vital interests
- Public interest / official authority
- Legal obligation.

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 sensitive 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.

Where do we keep your data?

Your information will only be processed within the UK except where international transfers are authorised by law.

How do we keep your data safe?

When you give us information, we take steps to make sure that your personal information is kept secure and safe. All data is held in accordance with our policies and procedures. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

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, as recorded in our Data Retention Policy and Schedule.

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.

Queries and Complaints

Any questions relating to this notice and our privacy practices should be directed, in the first instance, to dataprotection@key.org.uk or by post to:

Key Housing Association/Community Lifestyles
The Square
70 Renton Street
Glasgow
G4 0HT

Please mark your email or letter for the attention of the Director of People and Organisational Development/Data Protection Manager who will respond to your request and make every effort to, answer your queries or resolve any concerns you have.

Alternatively, you can contact our Data Protection Officer, who is provided by RGDP LLP and can be contacted either via 0131 222 3239 or info@rgdp.co.uk

Please also copy us in at: dataprotection@key.org.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](#)

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.

This Privacy Notice was last updated on 1 May 2024.

Acknowledgement of receiving and reading this notice

I _____ [print name] confirm that I have read and understood the contents of this Board Privacy Notice.

Signed

Date