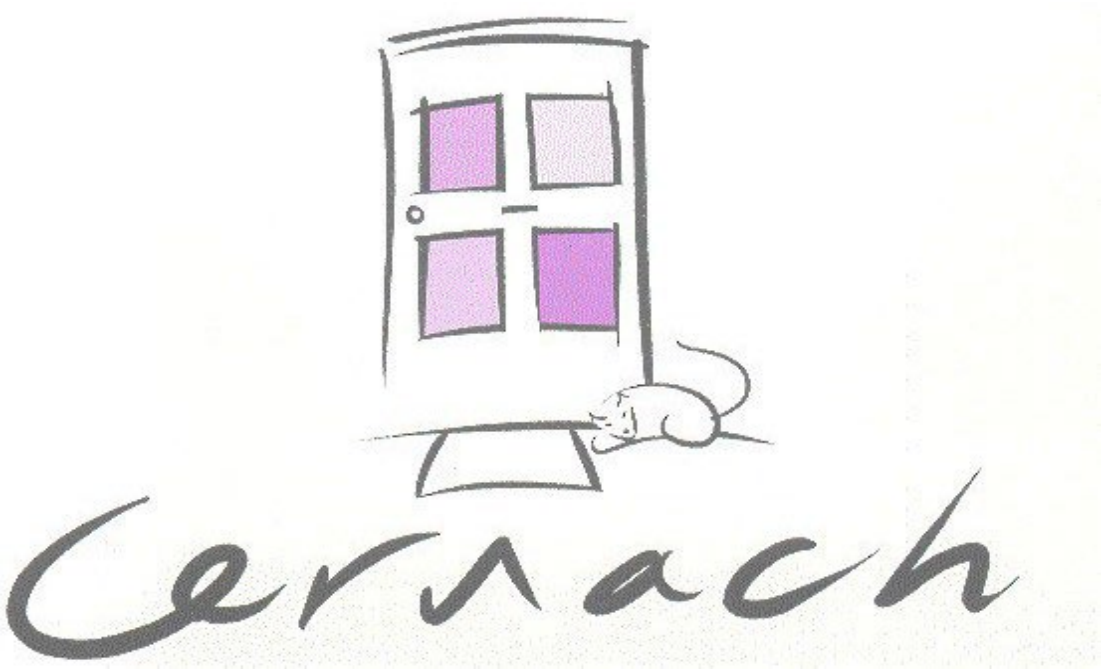


Committee member

PRIVACY NOTICE

(How we use your personal data)

Date adopted: October 2026

1. Introduction

1.1 This notice explains what personal data 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.

2. Committee Member Privacy Notice

2.1 Cernach Housing Association takes the issue of security and data protection very seriously, including compliance with the UK General Data Protection Regulation, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and the Privacy and Electronic Communications Regulations

3. Who are we?

3.1 **Cernach Housing Association** registered is a Scottish Charity (Scottish Charity Number SCO36607), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number HAC 230 and the Financial Services Agency with Registered Number 2374 R(S) and having their Registered Office at: **Marion McDonald House 79 Airgold Drive, Glasgow, G15 7AJ**.

3.2 We are notified as a Data Controller with the Information Commissioner's Office ('ICO') under registration number **Z5533599** and we are the data controller of any personal data that you provide to us.

4. What information do we collect?

4.1 We collect the following information from you, both from information you have supplied through membership of the Association forms or any other instance where you have provided us with your personal information. We do not receive any additional information from third parties. We collect the following:

- Name, Address, Post Code
- Date of Birth
- Telephone Number
- E-mail address
- Signature
- Protected characteristics under 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
- Qualifications and experience
- Details concerning health or any disability
- Occupation
- Bank account details (when applicable)

- Register of interest
- CCTV imagery
- Standard disclose checks
- Photos
- Relationship with current Committee members and / or staff
- Positions with public responsibilities
- Legal & financial declarations
- Memberships and directorships, together with duration
- Training records
- Video and audio for communications

4.2 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
- Equality monitoring
- Regulatory reporting

5. Who might my data be shared with, or seen by?

5.1 We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors, trusted third parties, government agencies and regulators and healthcare providers insofar as reasonably necessary, and in accordance with data protection legislation.

5.2 We may also disclose your personal data:

- With your consent
- To the extent that we are required to do so by law
- To protect the rights, property and safety of us, our customers, users of our website and other persons
- In connection with any ongoing or prospective proceedings
- If we are investigating a complaint, information may be disclosed to solicitors, independent investigators, including auditors, the Scottish Housing Regulator, and other regulatory bodies, 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.

6. What are the legal bases for us processing your personal data?

6.1 We will only process your personal data on one or more of the following legal

bases:

- Contract
- Consent
- Our legitimate interests (including CCTV, next of kin details newsletters and recognised legitimate interests in accordance with the Data (Use and Access) Act 2025)
- Vital interests
- Public interest / official authority
- Legal obligation

6.2 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.

6.3 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.

7. Where do we keep your data?

7.1 Your information will only be stored within the United Kingdom except where international transfers are authorised by law.

8. How do we keep your data safe?

8.1 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 Cernach Housing Association's data protection policies and procedures. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

9. How long do we keep your data?

9.1 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 / best practice, and in accordance with our Retention Policy and Schedule.

10. Your Rights

10.1 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

11. Queries and Complaints

11.1 Any questions relating to this notice and our privacy practices should be directed, in the first instance, to admin@cernachha.co.uk or by telephoning 0141 944 3860

11.2 Our Data Protection Officer is provided by RGDP LLP and can be contacted by emailing or info@rgdp.co.uk

11.3 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

11.4 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.

Acknowledgement of receiving and reading this notice

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

Signed **Date**