

Privacy Information Notice for Membership of the Association

This 'privacy notice' explains what personal information the Association collects and holds about you in your application for membership of the Association. It explains why we hold this information, what we do with it, how long we keep it for and if we share it with third parties.

New Gorbals Housing Association, a Scottish Charity (Scottish Charity Number SCO41164), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2309r(s) and having its Registered Office at 200 Crown Street, Glasgow G5 9AY take the issue of security and data protection very seriously and strictly adheres to guidelines published in the Data Protection Act of 2018 and the UK General Data Protection Regulation (UK GDPR).

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5177185 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Amanda Irwin (Data Protection Officer). Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer, Tel 0141 429 3900.

'Personal information' means any piece of information which can identify you, i.e. would make it clear to others that the information is about you. It can be a single piece of information, for example, your name, address. If you are successful, the information you provide will form the basis of your membership record.

We collect and use your personal information for a number of purposes. For example, we need it to send you notice of the Annual General Meeting, send your membership certificate and also to send you any correspondence in relation to other meetings that are called.

The table below describes the information we hold and what we need it for. It also explains the basis we can legally rely on to request and retain information about you. In the main, the legal basis will be described as 'to enter into a contract of membership with you' in processing your application for membership with you.

We will keep your personal data for no longer than is necessary. More detail on how long we keep different types of information can be found in the Association's document retention schedule. A copy can be provided upon request.

We will only share your data with third parties if we are required to do so by law, you ask us to do so, or we are contractually obliged to do so. These third parties are listed on Page 6.

We do not use profiling or automated decision-making processes. This means that people are involved in every decision made about you.

Information NGHAs holds	What we need it for	Why we process it i.e. the legal basis
Your title, name, address, personal e-mail address and/or telephone number(s)	<p>To send membership related information to you</p> <p>To confirm applicant type (tenant, other service user, other individual or organization supporting NGHAs aims) as per membership rules.</p>	To enter into a contract of membership with you
Signature	To declare that the information given in support of your membership application is true and complete	<p>To enter into a contract of membership with you</p> <p>You gave consent</p>
Date of Birth	To confirm applicant age (must be 16+) as per membership rules.	To enter into a contract of membership with you

Data marked* is classed as a “special category” of personal information. The Association must have both a legal basis and a specific condition to process “special category” personal information.

Information NGHA holds	What we need it for	Why we process it i.e. the legal basis
Information on your gender*, ethnic origin* and age.	For equal opportunities monitoring	To comply with legal obligations (Specific condition: To enable the Association to carry out its obligations to monitor equal opportunities)

New Gorbals Housing Association may share your data with the following third parties:

- Other Members of the Association (viewing 2nd copy of membership Register - as per rule 65.1.1 - NGHA Rules of Membership)
- NGHA Management Committee
- Health and Safety Executive
- The police and other law enforcement agencies
- Insurance providers
- Professional or statutory regulatory bodies
- Auditors
- Organisation's with whom we participate in benchmarking surveys(although published information will always be aggregated and anonymized)
- Individuals who exercise their legal right to access recorded information held by the Association under information legislation, particularly the Freedom of Information (Scotland) Act 2002 and data protection law (UK General Data Protection Regulation (GDPR) and Data Protection Act 2018). Published information will always be anonymized.
- Third party suppliers of systems and products

Contact

New Gorbals Housing Association

200 Crown Street

Gorbals

Glasgow

G5 9AY

Call 0141 429 3900

Email admin@newgorbalsha.org.uk

Visit www.newgorbalsha.org.uk

New Gorbals Housing Association is a charity registered in Scotland - SCO41164.
Register of Friendly Societies No.2309 RS Scottish Housing Regulator No. HAL 211

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