

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

COMMITTEE MEMBERS – HOW WE USE YOUR PERSONAL INFORMATION

In light of recent changes to Data Protection regulations, we thought it best to inform you about what we do with the information that you gave us when you became a Shareholder (or Member) of North View Housing Association.

When you became a shareholder of the Association, you will have filled out a 'Membership Application Form' and paid £1 for your share. The information you put on the Form was your name and address.

Your name and address was included in our Seal Register to record the use of our seal to stamp your Share Certificate.

As well as that, we are required to maintain a 'Full Register of Members'; that includes your name, address, and confirmation that you paid £1 for your share. The only people who can access this information are our staff who administer the Register, our auditors, and the Scottish Housing Regulator (who may wish to check it to see that we are maintaining the Register properly).

Fellow shareholders can request access to an extract from the Register, which covers the names and addresses of shareholders. We have never had such a request and don't expect to receive many in the future.

If you attend our Annual General Meeting, or submit your apologies for being unable to attend, then your name will appear in the minutes of the Meeting.

We also use your personal (i.e. your name and address) to write to you to notify you of matters affecting the membership, like give you notice of forthcoming Annual General Meetings, Special General Meetings etc.

May 2018