

# **NORTH VIEW Housing Association**

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

## **MEMBERS – HOW WE USE YOUR PERSONAL INFORMATION**

The purpose of this document is 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 information (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.

We process your personal information to comply with the laws that apply to us as a registered social landlord in Scotland. We also consider that we have a legitimate interest in processing your personal information for the purposes of managing and administering our membership.

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting, reporting or regulatory requirements. More information is contained in our data retention policy, which is available by contacting our Data Protection Officer.

We may need to transfer or store your personal information at locations outside the UK for the above purposes. We will comply with data protection law in relation to such transfer or storage by putting in place appropriate arrangements to protect your personal information.

Our Data Protection Officer is Julie Roy. If you have any comments or queries regarding the processing of your data, or you would like more information about the rights that you have in relation to your personal information then please contact her by telephone on 0141 634 0555, by email at [Julie@nvha.org.uk](mailto:Julie@nvha.org.uk) or in person at our office.

You have the right to make a complaint to the Information Commissioner, the UK regulator for data protection, about how we hold and use your personal information. The ICO's contact details are as follows:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

*Developed May 2018  
Reviewed November 2021*