

# **NORTH VIEW Housing Association**

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

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

As a Member of the Management Committee, North View has to hold certain personal information about you to be able to function as a housing association. In this paper we explain what personal information we hold, and what we use that information for.

The most basic of personal information we hold is your name and address; we use this to communicate with you, along with your telephone number (landline and/or mobile), and your email address.

The names of our Committee Members are listed on our website and annually in our newsletter (after elections at our Annual General Meeting). Your name will also appear in Minutes of meetings. Your image (a photo), and/or your name may also appear on our website or in publications associated with North View e.g. our newsletters, annual reports etc.

We also gather your personal information through your completion of the 'Declaration of Interests', as this is a regulatory requirement, the Association has a legitimate interest and is legally required to hold this information. Similarly, we have to register your name on the Scottish Housing Regulator's 'portal' of Board Members, and, in the case of the Chairperson and Secretary, register their addresses on the portal.

We will also require to forward your date of birth to the Financial Conduct Authority which is information they require in our annual return.

We forward your name on to other agencies related to North View e.g. the Scottish Federation of Housing Associations (SFHA), Employers in Voluntary Housing (EVH), the Glasgow and West of Scotland Forum of Housing Associations (GWSF), SHARE, and hotels (when staying on Association business) etc. In some cases, we will provide them with your address and/or email address e.g. EVH have the name and address of our representative, and SHARE have the email addresses of Committee Members who do their on-line training modules.

Annually, we ask you to complete an equalities monitoring form for us. If you complete this you will provide us with personal information, and sensitive personal information; however it is anonymous meaning that we cannot 'trace' the information back to you. We use the information that we gather to compare the profile of our Committee Members against that of our tenants.

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/>

### **Acknowledgement**

I \_\_\_\_\_ [*print name*] confirm that I have read and understood the contents of this notice, and that I authorise North View Housing Association to process my personal information in the manner outlined herein.

Signed

Date

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*Reviewed November 2021*

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**NORTH VIEW HOUSING ASSOCIATION LIMITED**

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