



**West
Granton**

Housing Co-op

Our tenants are paramount in everything we do

West Granton Housing Co-operative Ltd

GOVERNING BODY MEMBER

PRIVACY NOTICE

(How we use your personal information)

This notice explains what information 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 handle your information.

Who are we?

[West Granton Housing Co-operative Ltd](#), registered as:

A registered society under the Co-operative and Community Benefit Societies Act 2014 with the registration number 2357 RS;
A social landlord with the Scottish Housing Regulator (HAC 225);

and having their Registered Office at: **26 Granton Mill Crescent, Edinburgh, EH4 4UT** takes the issue of security and data protection very seriously and strictly adheres to guidelines published in the General Data Protection Regulation and the Data Protection Act 2018 applicable from 25 May 2018.

We are notified as a Data Controller with the Information Commissioners Office (ICO) under registration number **Z7465766** and we are the data controller of any personal data that you provide to us.

What information do we collect?

We collect the following information from you, both from information you have supplied through membership of The Co-operative 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
- NI number
- Personal characteristics such as gender and ethnic group
- Qualifications
- Details concerning health or any disability
- Occupation
- Bank account details (when applicable)
- Register of interest

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

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

The information provided to us will be treated as confidential and will be processed only by our employees within the UK. We may disclose information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- If we enter into a joint venture with or merged with another business entity, your information may be disclosed to our new business partners or owners;
- If we complete a regulatory return in relation to the Management Committee;
- If we are investigating a complaint, information may be disclosed to solicitors, independent investigators such as auditors, the Scottish Housing Regulator and other regulatory body involved in any complaint, whether investigating the complaint or otherwise;
- Your information may be shared with internal and external auditors.

Where do we keep your data?

Your information will only be stored within the EEA (European Economic Area).

How do we keep your data safe?

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 West Granton Housing Co-operative Ltd's Privacy Policy, a copy of this is available on our website and from our office. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

How long do we keep your data?

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, or as set out in any relevant contract we have with you.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- in certain situations, make a request to us to delete your personal data;
- request we restrict processing your personal data;
- object to receiving any marketing communications from us, and;

Our DPO is provided by RGDP LLP, who can be contacted either via 07741 738842 or info@rgdp.co.uk. Any questions relating to this notice and our privacy practices should be directed, in the first instance, to: david.mills@westgrantonhc.co.uk or by telephoning **07951 241584**.

We seek to directly resolve any complaints about how we handle personal information and would request you contact us in the first instance. If you are not happy thereafter, you also have the right to complain to the Information Commissioner's Office (ICO) in relation to our use of your information.

The Information Commissioner's contact details are noted below:

*The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT*

*Telephone: 0303 123 1115
Email: Scotland@ico.org.uk*

We keep this privacy notice under regular review and if there are any significant updates, we will draw attention to these via a banner page on our website. This update **July 2022**.

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.