



General Data Protection Regulation Privacy Notice for Housing Applicants

This notice explains what information we collect when you apply for a house with us, how we use it, how we look after it and how long we keep it for.

What We Collect

We need, and so collect the following information about you:

- your name;
- address;
- telephone number;
- e-mail address;
- national insurance number;
- date of birth;
- other names you've been known by; for example your maiden name; and gender.

We will collect this information about other people to be housed with you too. We also need and collect information about their relationship to you.

Equality and Diversity

For equal opportunity and diversity monitoring we will ask you for:

- your gender;
- age range;
- ethnic origin;
- if you have a disability;
- your religious belief; and
- your sexuality.

The information is used for equality and diversity monitoring. This information is anonymous and you do not have to give it to us if you do not want to.

When you make a housing application you will also be asked and will need to tell us if you are an asylum seeker, if you have been granted refugee status or are a migrant worker.

Any information you give us will always be used in a way that meets the law.

Security

The information you provide to us will be treated by us as confidential and will only be processed by our staff and stored within the United Kingdom/European Economic Area.

When you give us information we make sure it is kept safe, secure and access restricted to relevant staff. Our Privacy Policy tells you how we do this. If you ask for a copy of our Privacy Policy we will give you one.

Retention and disposal of information

The information we collect is stored in paper form and electronically. We will only keep your paper application form for as long as your housing application stays on our waiting list.

After this we will destroy it using a commercial confidential shredding company.

Your electronic information will be stored in our archive files and access restricted to relevant staff.

Your Rights

At any time you can:

- ask for a copy of the information we have on you;
- get us to correct any information that is wrong;
- ask us to remove personal information we have on you; and
- object to receiving any marketing communications from us.

If you would like to do any of this or have any questions please contact our Compliance Manager, Stewart Pattison, at the office at 1271 Argyle Street, Glasgow, G3 8TH, by telephone on 0141 285 7910 or by email on spattison@yorkhillha.org copied to administration@yorkhillha.org.

You have the right to complain to the Information Commissioner's Office on how we use your information. The Information Commissioner's contact details are:

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Please help us to keep our records up to date by letting us know if you change your email address or other contact details.