

Yorkhill Housing Association Ltd

Membership Privacy Statement

About Yorkhill Housing Association Ltd

Yorkhill Housing Association Ltd is a Scottish Charity (SC040346).

Our registered office is at 1271 Argyle Street, Glasgow G3 8TH.

We take the issue of security and data protection very seriously and strictly adhere to the Data Protection Act of 2021 and the UK GDPR applicable from 1 January 2021.

We are registered with the Office of the Information Commissioner as a Data Controller. Our registration number is Z7311597.

Any queries relating to this Privacy Statement or our privacy practices should be raised with our Data Protection Officer, Stewart Pattison.

He can be contacted in person at the Association's office, by phone 0141 285 7910 or via email spattison@yhorkhillha.org or dpo@yorkhillha.org.

Copies of our full Data Protection Policy are available on request from the office or can be viewed on our website. www.yorkhillha.org

Purpose of Statement

You may already be a customer of the Association as a tenant or owner of a factored property. If that is the case you will be issued with a separate privacy notice specifically for the service you receive. This notice is only about the information we hold in connection with your membership of Yorkhill Housing Association Ltd.

The purpose of this statement is to make you aware of how we will handle your personal information in relation to your membership

The Statement explains:

- What personal information we need to collect from you
- Why we need to collect it
- How this information is processed and stored
- How long we keep your personal data
- Your data protection rights

Information We Collect and Use

When you apply for membership

Basic information is required to identify you and allow us to process your application.

This comprises your name, address, and reason for your interest in the Association.

Membership applications are processed by administration staff and approved by the Management Committee in accordance with the terms of the Membership Policy.

When your application is approved.

Your application is considered at a meeting of the Management Committee and will be recorded in the minutes of that meeting.

Your details will then be recorded on the Association's Share Register and you will be issued with a Share certificate with its own unique number.

The Association's administration staff maintain the Register. The Secretary signs and seals the certificate.

Your details remain permanently on the Register even if your membership is cancelled at a later date.

When we use your information

Yorkhill Housing Association is legally required to hold an Annual General Meeting of members to receive the audited annual accounts and elect the management Committee. From time to time, there may also be a need for a Special General Meeting to be held.

We use your information to notify you about these meetings and send you the documents for them.

If you attend the meeting, your name and address is entered on the attendance list and recorded in the minutes of the meeting.

Sharing and Disclosure of Information

Unless required to do so for legal reasons, we will not share or disclose personal information from our membership register to any individual or outside body. Within Yorkhill Housing Association, only authorised staff and office bearers have access to the register and share certificates.

Storage of Information

We store your membership information in secure electronic and manual formats.

Your Rights

You can ask us at any time

- For a copy of any personal information we hold about you on the register
- To correct any inaccuracies in the information we hold about you

If you wish to exercise any of these rights please contact our Data Protection Officer, Stewart Pattison. His details are on page 1 of this statement.

You also have the right to complain to the Information Commissioner's Office about our use of your information. Contact details are:

The Information Commissioner's Office – Scotland

45 Melville Street

Edinburgh EH3 7HL

Telephone: 0131 244 9001 Scotland@ico.org.uk

Please confirm by email or by letter that you have read and understood the contents of this Privacy Statement and accept its contents. mmenabney@yorkhillha.org