

YORKHILL HOUSING ASSOCIATION

HOW WE USE YOUR PERSONAL INFORMATION (COMMITTEE MEMBERSHIP APPLICANTS)

We, Yorkhill Housing Association, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details contained within this statement of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information.

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at daradjeet@infolawsolutions.co.uk; telephone on 07852 905 779; or writing to: Data Protection Officer, Yorkhill Housing Association, 1271 Argyle Street, Glasgow, G3 8TH.

You can also contact us by: e-mail at administration@yorkhillha.org; telephone on 0141 285 7910; or writing to: Yorkhill Housing Association, 1271 Argyle Street, Glasgow, G3 8TH.

1. What personal information do we hold and use about you and why?

We hold and use the personal information that you provide to us as part of your application, including your:

- name;
- contact information;
- relationship to any existing or former Committee member, any staff member or any organisation that provides services to us;
- current employer and job title;
- personal and professional skills and experience;
- voluntary experience (including reasons for leaving, if applicable);
- membership of any professional body or committee (including reasons for leaving, if applicable); and
- unspent criminal convictions.

We hold and use this personal information to carry out the recruitment process, including to shortlist for and arrange an interview with you (if applicable) and to communicate with and inform you of the outcome of the recruitment process.

2. What is our legal basis for holding and using your personal information?

Data protection laws require us to have a legal reason for holding and using your personal information. Our legal reasons include your consent, in that you disclose any of your personal information to us as part of the application process on a voluntary

basis, and our legitimate interests in handling and using your personal information as part of the recruitment process.

3. Who do we share your personal information with?

We may share your personal information with our consultants, advisers and IT service providers for the purposes described in section 1 of this statement.

4. Will my personal information be sent outside the UK?

Some of the organisations who we share your personal information with (listed in section 3 of this statement) may be based or may make use of data storage facilities that are located outside the UK. Their handling and use of your personal information will involve us and / or them transferring it outside the UK. When we and / or they do this, we will ensure similar protection is afforded to it by:

- only transferring it or permitting its transfer to countries that have been deemed to provide an adequate level of protection for personal information as a matter of data protection law; or
- using specific contracts with such organisations, which are approved for use in the UK, and which give your personal information the same protection it has in the UK.

Please contact our DPO for further information on the specific mechanism used by us when transferring your personal information outside the UK.

5. How long do we keep your personal information?

We keep the personal information we obtain about you during the recruitment process for no longer than we need to meet any legal, accounting, reporting or regulatory requirements.

We keep recruitment information (including interview notes) for 6 months after the recruitment process has been completed. We will only keep recruitment information for longer than this if your application is successful (we will only keep the recruitment information that is relevant to your membership of the Committee).

More information is contained in our data retention policy, which is available by contacting our DPO.

6. What rights do you have in relation to your personal information that we hold and use?

It is important that the personal information that we hold about you is accurate and current. Please keep us informed of any changes. Under certain circumstances, the law gives you the right to request:

- A copy of your personal information and to check we are holding and using it in accordance with legal requirements.
- Correction of any incomplete or inaccurate personal information we hold about you.

- Deletion of your personal information where there is no reason for us continuing to hold and use it. You also have the right to ask us to do this where you object to us holding and using your personal information (details below).
- Temporarily suspend the use of your personal information, for example, if you want us to check it is correct or the reason for processing it or to stop us from using your personal information altogether if we have breached data protection laws.
- The transfer of your personal information to another organisation.
- That you are not subject to a decision solely taken by computer which produces legal consequences for or otherwise significantly affects you.

You can also object to us holding and using your personal information where our legal reason is a legitimate interest (either our legitimate interests or those of a third party).

Please contact our DPO if you wish to make any of the above requests. When you make a request, we may ask you for specific information to help us confirm your identity for security reasons. You will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

7. Feedback and complaints

We welcome your feedback on how we hold and use your personal information, and this can be sent to our DPO.

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/>

If you would like to receive this statement in alternative format, for example, audio, large print or braille, please contact us.

8. Updates to this statement

We may update this statement at any time, and we will provide you with an updated version when required to do so by law.

Last updated: July 2024