

# Fair Processing Notice

(How we use employee 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.

- 1 Spire View Housing Association Limited** (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the UK GDPR and Data Protection Act of 2018 (“the 2018 Act”) together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z6952147 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer (DPO) is **Gillian Spence** • [GillianSpence@spireview.org.uk](mailto:GillianSpence@spireview.org.uk) • **0141 559 5644**.

Any questions relating to this notice and our privacy practices should be sent to **Gillian Spence** on [GillianSpence@spireview.org.uk](mailto:GillianSpence@spireview.org.uk) • **0141 559 5644**.

- 2** We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including pensions service):

- |   |   |
|---|---|
| <b>a</b> Name   | <b>k</b> Emergency contact details                  |
| <b>b</b> Date of Birth  | <b>l</b> Eligibility to work in the United Kingdom; |
| <b>c</b> Address  | <b>m</b> Driving Licence                            |
| <b>d</b> Telephone Number   | <b>n</b> Passport                                   |
| <b>e</b> E-mail address   | <b>o</b> Disability and allergy information         |
| <b>f</b> NI number  | <b>p</b> GP's name                                  |
| <b>g</b> Personal characteristics such as gender and ethnic group | <b>q</b> Job history and salary information         |
| <b>h</b> Qualifications and training record                       | <b>r</b> Appraisals                                 |
| <b>i</b> Absence information                                      | <b>s</b> References                                 |
| <b>j</b> Hospital appointment documentation                       | <b>t</b> Membership of professional bodies          |
|   | <b>u</b> Trade Union membership                     |



### 3 We collect and use the above information and personal data for:

- a Administration of contracts of employment
- b Payment of salaries
- c Recruitment and selection
- d Pensions and associated benefits, appraisal, training and development
- e Membership of professional bodies
- f Membership of Trade Union

### 4 We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

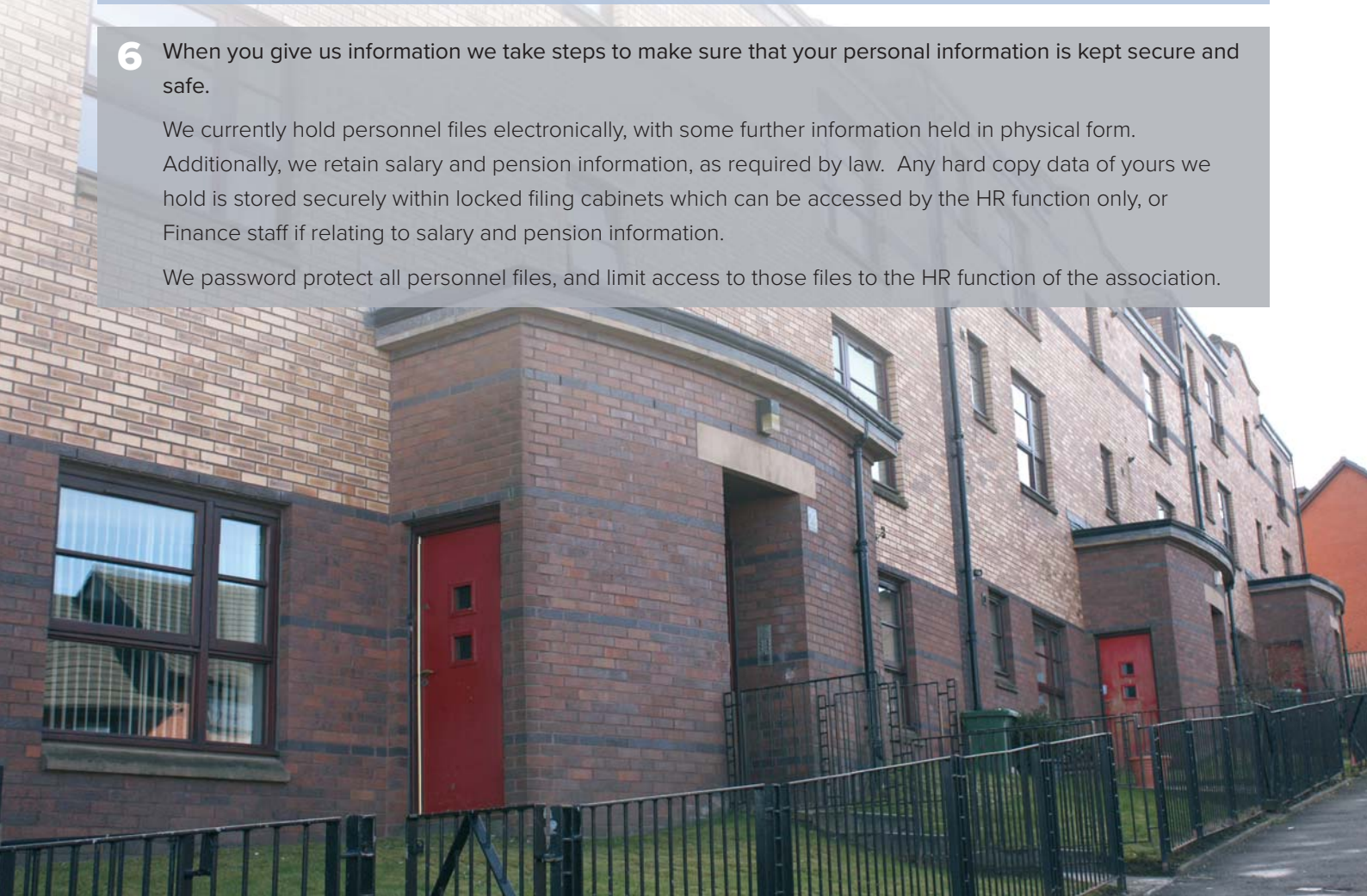
- To allow your pension provider to process pensions information and handle your pension;
- To allow you to participate in health checks/ immunisation programmes;
- To pay your Trade Union membership dues;
- When we grant third parties controlled access to our electronic network;
- To obtain employment related legal advice;
- To DWP, HMRC and other such third parties;
- To our Auditor to carry out our annual audit;
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

### 5 Your information will only be stored within the UK.

### 6 When you give us information we take steps to make sure that your personal information is kept secure and safe.

We currently hold personnel files electronically, with some further information held in physical form. Additionally, we retain salary and pension information, as required by law. Any hard copy data of yours we hold is stored securely within locked filing cabinets which can be accessed by the HR function only, or Finance staff if relating to salary and pension information.

We password protect all personnel files, and limit access to those files to the HR function of the association.





- 7** 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 (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.
- Data retention guidelines on the information we hold is provided in our Privacy policy within the staff handbook.

**8** You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- ask us to correct any inaccuracies of fact in your information;
- request that we restrict your data processing;
- data portability;
- rights related to automated decision making including profiling;
- make a request to us to delete what personal data of your we hold; and
- object to receiving any marketing communications from us.

These rights are qualified and are not absolute.

- 9** If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: **Gillian Spence** on **GillianSpence@spireview.org.uk • 0141 559 4644**.

If you have any complaints about the way your data is processed or handled by us, please contact **Gillian Spence** on **GillianSpence@spireview.org.uk 0141 559 5644**.

If you remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

**The Information Commissioner's Office – Scotland**

45 Melville Street, Edinburgh EH3 7HL

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

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

**Spire View Housing Association**

43 Tharsis Street • Glasgow G21 2JF • Phone: **0141 552 7928**

Email: **info@spireview.org.uk** • Website: **www.spireview.org.uk**

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