

Wellhouse: the Place to Be



GDPR Staff & Members Fair Processing Notice

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.

Wellhouse Housing Association (“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 [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z5916557 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Gordon Kerr, who is based at The Hub, 49 Wellhouse Crescent, Glasgow G33 4LA. His contact number is 0141-781-2128.

Any questions relating to this notice and our privacy practices should be sent to dpo@wellhouseha.org.uk

Information that we hold

We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pension’s service):

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| (a) Name | (j) Disabilities |
| (b) Date of Birth | (k) Trade Union Membership |
| (c) Address | (l) Bank Details |
| (d) Telephone Number | (m) Pension Details |
| (e) E-mail address | (n) Next of Kin |
| (f) NI number | (o) Conflicts of Interest |
| (g) Personal characteristics such as gender and ethnic group | (p) Details of workplace accidents |
| (h) Qualifications | (q) Proof of identity and eligibility to work in the UK |
| (i) Absence information | |

Reason for holding this information

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

- | | |
|--|--------------------------------------|
| a. Administration of contracts of employment | e. Membership of professional bodies |
| b. Processing and payment of salaries | f. Health & Safety |
| c. Recruitment and selection | g. Monitoring equality & diversity |
| d. Pensions and associated benefits, appraisal, training and development | h. Statutory reports |

Sharing of Your Information

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 process your monthly salary payments;
- To allow your pension provider to process pensions information and handle your pension;
- To allow electronic payslips to be produced and issued to you
- If Wellhouse enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to the new business partners or owners.
- Your information may be shared with our solicitors and auditors
- Occupational health purposes
- As required by law

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information provided to us without consent.

Transfers outside the UK and Europe

Your information will only be stored within the UK and EEA.

Security

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 Wellhouse’s Privacy Policy, a copy of which is available on request. The Privacy Policy also appears on our website. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

How long will we hold 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 (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Employees/members' rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Require us to correct any inaccuracies in your information
- Request that the data is deleted

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 the **Data Protection Officer, Gordon Kerr** at the following e-mail address – dpo@wellhouseha.org.uk

You 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: 0131-244-9001
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.

Wellhouse: the Place to Be



wellhouse
Housing Association

The hub, 49 Wellhouse Crescent, Glasgow G33 4LA

Email: info@wellhouseha.org.uk

Tel: **0141 781 1884**

www.wellhouseha.org.uk

Wellhouse Housing Association has the following registrations: Scottish Charity – SC036552 • Scottish Housing Regulator – HAC281 Co-op & Community Benefits Societies – 2469R (S) • Property Factors – PF000109 • Financial Conduct Authority - 2469R (S).
Registered office: The Hub, 49 Wellhouse Crescent, Easterhouse, Glasgow, G33 4LA.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z7205348 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer is Gordon Kerr. Any questions relating to this notice and our privacy practices should be sent to Wellhouse Housing Association, 49 Wellhouse Crescent, Glasgow G33 4LA, by phone on 0141 781 1884, or e-mailed to DPO@wellhouseha.org.uk