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**Employee/Governing Body Member 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. Glen 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 under registration number Z5641313 and we are the data controller of any personal data that you provide to us.

Any questions relating to this notice and our privacy practices should be made to: The Corporate Manager, Glen Housing Association, 28 Heimdal Gardens, Glenrothes, Fife KY7 6TZ, Tel No: 01592 621188 or email: [info@glenhousing.co.uk](mailto:info@glenhousing.co.uk)

1. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):
2. Name
3. Date of Birth
4. Address
5. Telephone Number
6. E-mail address
7. NI number
8. Personal characteristics such as gender and ethnic group
9. Qualifications
10. Absence information
11. Next of Kin details
12. Health Issues/Allergies

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

* 1. Administration of contracts of employment
  2. Payment of salaries
  3. Recruitment and selection
  4. Pensions and associated benefits, appraisal, training and development
  5. Membership of professional bodies
  6. Personal welfare/Health & Safety
  7. Regulatory statistical reporting

1. 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;
* If we enter into a joint venture with or are merged with another business entity, your information may be disclosed to our new business partners.

1. Your information will only be stored within the UK and EEA.
2. When you give us information we take steps to make sure that your personal information is kept secure and safe.

5.1 Paper Storage

Where Personal Data is stored on paper it will be kept in a secure place where unauthorised personnel cannot access it. When the Personal Data is no longer required, it will be disposed of, in a manner ensuring its secure destruction. If the Personal Data requires to be retained on a physical file then it will be stored in accordance with the Association’s retention provisions.

5.2 Electronic Storage

Personal Data stored electronically will be protected from unauthorised use and access. Personal Data will be password protected when being sent internally or externally to the Association’s data processors or those with whom the Association has entered in to a Data Sharing Agreement. If Personal Data is stored on removable media then that removable media must be stored securely at all times when not being used and encrypted if it is taken outwith the office. If Personal Data is stored on mobile devices, these devices will be password protected at all times.

1. 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 Document Retention Policy (Appendix 4 of the Privacy Policy).

1. 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

1. 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 make such a request to the Corporate Manager or the Director of the Association.

You have the right to complain to the Information Commissioner’s Office in relation to our use of your information.

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.