

# Clydesdale Housing Association Limited

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## **Fair Processing Notice** (How we use employee information)

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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. Clydesdale Housing Association Limited, a Scottish Charity (Scottish Charity Number SC034228), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2237R(S) and having our Registered Office at 39 North Vennel, Lanark ML11 7PT (“we” or “us”) take the issue of security and data protection very seriously and strictly 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 are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z5173610 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Elizabeth Miller (01555 665316 or [mail@clydesdale-housing.org.uk](mailto:mail@clydesdale-housing.org.uk) ). Any questions relating to this notice and our privacy practices should be sent to Elizabeth Miller as above.

Any questions relating to this notice and our privacy practices should be sent to the Deputy Chief Executive.

1. We collect all or some of the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):

- (a) Name
- (b) Date of Birth
- (c) Address
- (d) Telephone Number
- (e) Emergency contact details
- (f) E-mail address
- (g) Application form (for job first employed for)
- (h) Pre-employment checks carried out as part of the recruitment process (if any)
- (i) NI number
- (j) Right to work – Documentation confirming eligibility to work in the UK
- (k) Personal characteristics such as gender and ethnic group
- (l) Qualifications
- (m) Induction information
- (n) Signed contract of employment and any amendments over time
- (o) Payroll information – salary details and current bank details
- (p) Professional Registration details of any organisations affiliated to
- (q) Driving licence and relevant car insurance check
- (r) Sickness absence information
- (s) Medical records from GP or Occupational Health Specialist
- (t) Disciplinary action – informal, formal or grievances
- (u) Training and Development records
- (v) Annual leave
- (w) Other leave – Records of leaving including maternity, paternity, shared parental leave and adoption. Any forms associated with leave.
- (x) Accident or adverse event incident reports
- (y) Flexible working arrangement requests and appropriate paperwork
- (z) Resignation letter and confirmation of resignation from the employer (when leaving employment)
- (aa) Dismissal or end of employment records – e.g., Compromise Agreement; Redundancy details, calculations of payments.
- (bb) Exit interview (if applicable).

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. Health and Safety purposes

2. 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; (delete if not applicable)
- To allow your electronic payslips to be produced and issued to you (delete if not applicable)
- 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.

3. Your information will only be stored within the UK.

4. When you give us information we take steps to make sure that your personal information is kept secure and safe. All paper copies of your details are kept in a locked cabinet. Electronic copies of your personal details can only be accessed by authorised members of staff.

5. 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.

6. 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
  
7. 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: Jane Guthrie.

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: 0131 244 9001  
Email: [Scotland@ico.org.uk](mailto: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.