OAK TREE HOUSING ASSOCIATION (OTHA)
MANAGEMENT COMMITTEE MEMBER and APPLICANT PRIVACY NOTICE

How we use your Personal Information

Introduction

The Housing Association controls and processes a range of personal information about you. In this privacy notice 'personal information' means your personal data i.e. information about you from which you can be identified. Your personal information does not include data where your identity has been removed (anonymous data). It is important that the personal information that we hold and process about you is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

This Privacy Notice explains what personal information we collect about you, when we collect it, how we process it and how we use this. During the course of our activities, we will process personal data about you (which may be held on paper, electronically, or otherwise) and we recognise the need to treat it in an appropriate and lawful manner.

The purpose of this Privacy Notice is to explain to you the reasons why we may hold and process your personal data and explain your rights under the current data protection laws. This privacy notice explains how we collect and use personal information about our Management Committee Members and Management Committee Member applicants.

Separate versions of Privacy Notices are issued to our tenants, customers, employees website users, and suppliers, contractors and other business contacts.

Your personal information will be processed by:
Oak Tree Housing Association of: 40 West Stewart Street, Greenock, PA15 1SH

We are registered as a data controller with the Information Commission ('IC') and our registered number is Z6295637 and take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 2018

(the 2018 Act) and the UK General Data Protection Regulation (UK GDPR), the Data (Use and Access) Act 2025 together with any domestic laws subsequently enacted.

What information do we collect?

We collect the following information from you, both from information you have supplied through membership of the Association forms or any other instance where you have provided us with your personal information. We do not routinely receive any additional information from third parties. We may collect the following:

- Name
- Date of Birth
- Telephone Number
- Address
- E-mail address
- Signature
- National Insurance Number
- Protected characteristics under the Equality Act 2010, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- Qualifications
- Details concerning health or any disability
- Occupation
- Bank account details (when applicable)
- Register of interest
- Standard disclosure checks
- Photographs
- Relationship with current board members and / or staff
- Positions with public responsibilities
- Legal & financial declarations
- Membership and directorships held, together with duration
- Training records
- Video and audio for communications
- CCTV Imagery
- Telephone call recordings

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

- Administration duties
- Payment of any out-of-pocket expenses
- Recruitment and selection
- Appraisal, training and development
- Membership of professional bodies
- Health, safety and wellbeing
- Equality monitoring
- Regulatory reporting

Who might my data be shared with, or seen by?

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors, selected third parties, government agencies and regulators and healthcare providers so far as reasonably necessary, and in accordance with data protection legislation.

We may also disclose your personal data:

- with your consent
- to the extent that we are required to do so by law
- to comply with any regulatory requirements
- to protect the rights, property and safety of our employees and other Management Committee members, our tenants, users of our website and other persons
- in connection with any ongoing or prospective proceedings
- if we are investigating a complaint, information may be disclosed to solicitors, independent investigators, including auditors, the Scottish Housing Regulator, and other regulatory bodies, whether investigating the complaint or otherwise
- to the purchaser (or prospective purchaser) of any business or asset that we are, or are contemplating, selling;
- to another organisation if we enter into a joint venture or merge with another organisation.

What are the legal bases for us processing your personal data?

We will only process your personal data on one or more of the following legal bases:

- Contract, including pre-contract negotiations
- Consent
- Vital interests
- The performance of a task carried out in the public interest and / or with official authority
- Where we have a legal obligation to do so
- Our legitimate interests (including CCTV recordings, telephone call recordings, maintenance of disaster recovery plans, recording next of kin details, etc)
- Where there is a recognised legitimate interest, as defined under the Data (Use and Access) Act 2025 and by the relevant Secretary of state for example for the purposes of national security, public security, defence, responding to emergencies, preventing or detecting crime, safeguarding children or individuals at risk

Processing special category personal data

Special categories of personal data means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purposes of uniquely identifying you.

The special categories of personal information referred to above require higher levels of protection. We need to meet additional legal requirements for collecting, storing and using this type of personal information.

Our legal basis for processing your special category data is:

(a) Explicit consent
(b) Employment, social security and social protection (if authorised by law)
(c) Vital interests
(f) Legal claims or judicial acts
(g) Reasons of substantial public interest (with a basis in law)
(h) Health or social care (with a basis in law)
(i) Public health (with a basis in law)

Where do we keep your data?

Your information will only be stored within the United Kingdom, except where international transfers are authorised by law.

How do we keep your data safe?

When we are provided with personal data, we take steps to make sure that your personal information is kept secure and safe. All data is held in accordance with Oak Tree Housing Association's data protection policies and procedures. Our systems are password protected and all electronic data is stored securely. All paper files are kept in locked cabinets.

How long do we keep your 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 / best practice, or as set out in any relevant contract we have with you and in accordance with our Data Retention Policy and Schedule.

Your Rights

You have the right at any time to request to exercise your data subjects' rights in relation to the following:

- the right to be informed
- the right to access
- the right to rectification
- the right to object to processing
- rights in relation to automated decision making and profiling
- the right to be forgotten
- the right to data portability
- the rights to restrict processing

When you make a request, we are required to verify your identity and may ask you for specific information to fulfil this purpose. Normally, 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. Alternatively, we may refuse to comply with the request in such circumstances.

We will respond without delay and within one month of your request in writing.

You should note that not all rights under the UK GDPR and Data Protection Act 2018 are absolute and are subject to qualification.

If you wish to exercise you right to access your information, or any other right, please contact our Data Protection Lead, Kirsty Davis for more information.

It is important that the personal information that we collect, hold and use about you is accurate and current. Please keep us informed of any changes by contacting our assigned Data Protection Lead.

Queries and Complaints

If you are not satisfied with our handling of your request or have any other data protection related issue, in the first instance, you have the right to contact us with your complaint so that we can investigate, any complaints should be marked ‘GDPR Complaint’ and should be sentto Kirsty Davis: kdavis@oaktreeha.org.uk or by telephoning 01475 807000

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

Telephone: 0303 123 1113
Online: Make a complaint | ICO

Our Data Protection Officer is provided by RGDP LLP and can be contacted either via 0131 222 3239 or info@rgdp.co.uk

This Privacy Notice was last updated on 22/07/2025