

Shareholder Privacy 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.

Dalmuir Park 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 2018] and the **General Data Protection Regulation** (EU) 2016/679 which is applicable from the **25 May 2018**, 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 under registration number Z5642475 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer (DPO) is:

RGDP LLP

Level 2, One Edinburgh Key
133 Fountainbridge
Edinburgh
EH3 9QG

Tel: 0131 222 3239

Email: info@rgdp.co.uk

Any questions relating to this statement and our data protection practices should be sent to admin@dpha.org.uk in the first instance.

We collect the following information normally directly from you:

- Personal details (Name)
- Contact details (Address, Telephone Number, E-mail address)
- Personal characteristics such as gender, ethnicity, disability, signature
- Residential status
- Conflicts of Interest

If you are also a tenant, then we will also hold and use your personal data in accordance with the Privacy Notice issued to our tenants.

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.

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

- Scottish Housing Regulator Regulation
- Annual Returns on the Charter
- Entry in the register of Shareholders
- Approving Membership applications

We will share information about you with our Board of Management for approving your application as per our Model Rules and we will seek your explicit consent to display your name and address in our Register of Shareholders, which will be available for inspection by any member or other person with an interest in the Association.

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. Security measure we have in place are:

- Our premises are security alarmed and fob accessed;
- Our IT systems are actively remotely monitored by our IT support provider
- We only allow staff to access sensitive data on a 'need-to-know' basis or /and some staff have limited access to sensitive data;
- Our staff have the necessary qualifications and integrity to access data and are carefully supervised;
- All of our staff are trained regularly on data protection and some key staff have had more in-depth training;
- Paper data is stored in locked cabinets and is disposed of in secure, locked consoles which are emptied by a confidential waste company. All electronic data and media is stored on a secure server and regularly audited to ensure that no excessive data is being retained. Automatic archiving is also set up on emails and regular archiving is carried out on all data following our retention schedules.
- We have Anti-Fraud policies aimed at preventing frauds and we have clear desks; policy and ensure we practice appropriate telephone call handling;
- We securely process electronic and paper data are transmitted/moved from place to place by using encrypted USB sticks or ensure documents are password protected.

How long we will keep your information

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 Data Protection Policy.

Your 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
- Request 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 yours we hold; and
- Object to receiving any marketing communications from us

These rights are qualified and are not absolute but if you would like to exercise any of your rights, please email: admin@dpha.org.uk

If you remain unsatisfied after your request 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 personal data. The Information Commissioner's contact details are below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

If you would like to receive this statement in alternative format, for example, audio, large print or braille, please email: admin@dpha.org.uk

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