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## Privacy Notice

(For employees - how we use your personal information)

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This notice explains what personal data 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.

### **Who are we?**

We are **Williamsburgh Housing Association Limited**, a Scottish Charity (Scottish Charity Number SC035350), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 1991RS and having their Registered Office at Ralston House, Cyril Street, Paisley, PA1 1RW (“**we**” or “**us**”) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act 2018 and the UK General Data Protection Regulation, together with any laws subsequently enacted.

We are registered as a Controller with the Office of the Information Commissioner’s Office under registration number Z7794164 and we are the controller of any personal data that you provide to us.

Any questions relating to this notice and our data protection practices should be sent to Gaynor Corry, Data Protection Lead, telephone number 0141 847 6381, e-mail [admin@williamsburghha.co.uk](mailto:admin@williamsburghha.co.uk)

Our Data Protection Officer is:

RGDP LLP  
Level 2, One Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9QG

Telephone: 0131 222 3239

Email: info@rgdp.co.uk

### **How we collect information from you and what information we collect**

We collect the following information from you, either directly from you or from third parties including the pensions service:

- Name
- Date of birth
- Address
- Telephone number
- Email address
- NI number
- Personal characteristics such as gender and ethnic group
- Qualifications and training record
- Absence information
- Hospital appointment documentation
- Emergency contact details
- Eligibility to work in the United Kingdom
- Driving licence
- Passport
- PVG/disclosure check
- Disability and allergy information
- GP's name
- Job history and salary information
- Appraisals
- References
- Membership of professional bodies
- Trade union membership

### **Why we need this information about you and the legal bases for processing**

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

- Administration of contracts of employment
- Payment of salaries
- Recruitment and selection
- Pensions and associated benefits
- Appraisal, training and development
- Membership of professional bodies
- Membership of Trade Union
- Time management and computation of flexi-time

When we use your information, we are required to have a lawful basis to do so. As your employer, the usual lawful basis we will rely on will be contract but in certain circumstances we may rely on one or more of the other legal bases which include:

- **consent:** where you have given us clear consent for us to process your personal information for a specific purpose. This will only apply in limited circumstances where we have clearly asked for your consent;
- **contract:** where our use of your personal information is necessary for a contract we have with you, or because you have asked us to take specific steps before entering

into a contract. This includes where you apply for housing and in order to enter into and perform your tenancy agreement;

- **legal obligation:** where our use of your personal information is necessary for us to comply with the law. This includes our regulatory obligations, such as those imposed on us by the Scottish Housing Regulator;
- **vital interests:** where our use of your personal information is necessary to protect you or someone else's life;
- **public task:** where our use of your personal information is necessary for us to perform a task in the public interest or for our official functions and the task or function has a clear basis in law. This may apply to our public functions as a registered social landlord; and
- **legitimate interests:** where our use of your personal information is necessary for our legitimate interests or the legitimate interests of a third party (unless there is a good reason to protect your personal information which overrides our legitimate interests).

### **Sharing of Your Information**

The information you provide to us will be treated by us as confidential and will be processed within the UK/EEA. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- To allow your pension provider to process pensions information and handle your pension.
- To allow you to participate in health checks/ immunisation programmes.
- To pay your Trade Union membership dues.
- When we grant third parties controlled access to our electronic network.
- To obtain employment related legal advice.
- To DWP, HMRC and other such third parties.
- To our Auditor to carry out our annual audit.
- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Unless required to do so by law or we have a legal basis to do so, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

### **Security**

When you give us information including personal data we take steps to make sure that it is kept secure and safe.

We store your data securely in both electronic and paper format. Where a physical copy of any data is stored it is stored in a locked filing cabinet or drawer. Electronic copies of personal data are stored on our system which is accessed through password entry on our staff computers. Any information transmitted electronically is transmitted with appropriate security measures depending on the nature of the information being transmitted, and password protected where appropriate.

Further information regarding security and storage of data can be found in our Data Protection Policy which you have access to.

### **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.

Our retention schedule is readily available – please just ask if you wish to see it.

### **Your Rights**

You have the right at any time to:

- Access information about the personal data we process and to obtain a copy of it;
- Ask us to change incorrect or incomplete data;
- Ask us to erase or stop processing your personal data (in certain circumstances);
- Ask us to stop sending you marketing messages;
- Object to processing in certain circumstances.

If you would like to exercise any of your rights, have any questions or would like to complain about the way that we process your personal data, please contact Gaynor Corry, Data Protection Lead, telephone number 0141 847 6381, e-mail [admin@williamsburghha.co.uk](mailto:admin@williamsburghha.co.uk) Any requests received by us will be considered under applicable data protection legislation.

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 Office's contact details are noted below:

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

[www.ico.org.uk](http://www.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 email address and other contact details.

This document reviewed October 2024

Due for review October 2026