

Fair Processing Notice for Cathcart & District Housing Association Contractors

Cathcart & District Housing Association is committed to protecting the privacy and security of your information. This fair processing notice describes how we collect and use information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all Customers & Suppliers.

Cathcart & District Housing Association is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this notice. This notice applies to current and former Contractors. This notice does not form part of any contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other fair processing notice we may provide on specific occasions when we are collecting or processing information about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with data protection law. This says that the information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

Data, or information, means any information about a contractor from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will collect, store, and use some or all the following categories of personal information about you:

- Contact details such as name, title, business addresses, telephone numbers and email addresses
- Bank account details for payment
- Insurance details

How your information is collected

- We collect information about you through tendering procedures
- We may collect additional information in the course of contract related activities throughout the period

How we will use information about you

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Complying with health and safety obligations

Change of purpose

- We will only use your information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- Please note that we may process your information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the

security of your data and to treat it in accordance with the law.

Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request. Third parties will only process your information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In some circumstances we may anonymise your information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a customer or supplier of the company we will retain and securely destroy your information in accordance with our data retention procedures.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your information changes during your contract with us.

Data Protection Officer

We have appointed a Data Protection Officer to oversee compliance with this Fair Processing Notice. If you have any questions about this notice or how we handle your information, please contact the Data Protection Officer. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

As of 11th November 2019, Cathcart & District Housing Association is deemed to be a Public Authority under the Freedom of Information (Scotland) Act 2002 and is, therefore, required to appoint a Data Protection Officer (DPO). We have engaged with RGDP LLP (www.rgdp.co.uk) to act as our Data Protection Officer.

To contact them, please email info@rgdp.co.uk. Please also copy us in at: info@cathcartha.co.uk.

Changes to this Fair Processing Notice

We reserve the right to update this fair processing notice at any time, and we will provide you with a new notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your information.