

**RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION**  
**MANAGEMENT BOARD MEETING OBSERVER:**  
**TRANSPARENCY AND CONFIDENTIALITY STATEMENT**

We, Rutherglen & Cambuslang HA, may use any personal data, including any special category personal data, that you choose to provide to us to facilitate your involvement as an Observer at our Management Board meetings (hereinafter referred to as "Observer"). We may share this personal data with our solicitors, consultants, auditors and service providers to comply with legal and regulatory requirements and to seek their professional advice, if required. We will also include your name as an Observer in our Management Board minutes, which are published on our website. We will only keep your personal data for as long as we need to for these purposes. Please note that our Management Board minutes are retained permanently.

Data protection laws give individuals rights in relation to the personal data that we hold about them. Please contact our DPO for more information on rights or to report concerns about how we have handled or used personal data by: e-mail at [daradjeet@infolawsolutions.co.uk](mailto:daradjeet@infolawsolutions.co.uk); telephone on 07852 905 779; or writing to: Data Protection Officer, Rutherglen & Cambuslang Housing Association, Aspire Business Centre, 16 Farmeloa Road, Rutherglen, South Lanarkshire, G73 1DL. Complaints can also be made to the Information Commissioner's Office at: <https://ico.org.uk/make-a-complaint/> or 0303 123 1113.

When involved as an Observer, you may have access to information about us, our services, staff, service users, contractors and other organisations with whom we work.

You must:

- keep this information secret and confidential;
- not use this information for any purpose except your involvement as an Observer;
- not disclose this information to anybody, unless you are required to by law, a court or a regulatory or governmental body or if this information becomes a matter of public knowledge; and
- not keep any personal records of this information and you must return any records that you have made to us once your involvement as an Observer ends, unless you decide to stand for nomination as a member of the Management Board.

This Transparency and Confidentiality Statement will apply during your involvement as an Observer and for as long as this information is not a matter of public knowledge.

I have read, understood and agree to this Transparency and Confidentiality Statement.

Signature:

Name:

Date: