

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

HOW WE USE YOUR PERSONAL INFORMATION (AGENCY WORKER)

We, Rutherglen & Cambuslang Housing Association, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details contained within this statement of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information.

We have appointed a Data Protection Officer (DPO) who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at daradjeet@infolawsolutions.co.uk; telephone on 07852 905 779; or writing to: Data Protection Officer, Rutherglen & Cambuslang Housing Association, Aspire Business Centre, 16 Farmeloan Road, Rutherglen, South Lanarkshire, G73 1DL.

You can also contact us by: e-mail at info@randcha.co.uk; telephone on 0141 647 4917; or writing to: Rutherglen & Cambuslang Housing Association, Aspire Business Centre, 16 Farmeloan Road, Rutherglen, South Lanarkshire, G73 1DL.

Your attention is particularly drawn to section 3 of this statement, which confirms that you consent to your personal information and special category personal information being held and used by us as described in section 2 of this statement.

1. What personal information do we hold and use about you?

We may need to hold and use personal information about you for the purposes set out in section 2 of this statement, including your:

- name;
- contact information, including emergency contact / next of kin information;
- gender;
- experience and qualifications;
- special category personal information about your racial or ethnic origin, sexual orientation, your physical and / or mental health (including disability), religious or other similar beliefs and / or political opinions (if you choose to share any of this with us);
- training which you have attended or been involved in during your time with us;
- complaints or conduct issues involving you;
- absence-related information; and
- time and attendance records.

2. Why do we hold and use this personal information about you?

We hold and use this personal information to:

- meet our responsibilities in terms of the arrangement that we have entered into with your employer agency;
- comply with reporting, legal and regulatory requirements;
- record absences, including the reason(s) for such absences;
- deal with complaints involving you;
- protect your vital interests, e.g. to notify your next of kin and / or obtain emergency medical assistance in the case of an accident involving you;
- deliver education and training;
- protect our personal information and systems and ensure business continuity;
- undertake business management and planning, including accounting and auditing; and
- protect and defend our legal rights in the case of a dispute between you and us.

3. What is our legal basis for holding and using your personal information?

Data protection laws require us to have a legal reason for holding and using your personal information. Our legal bases for holding and using your personal information include:

- complying with the agreement that we have entered into with your employer agency;
- complying with the laws that apply to us, such as to comply with health and safety laws;
- protecting your vital interests, e.g. to obtain emergency medical assistance in the case of an accident involving you; and
- protecting our legitimate interests – in the highly unlikely event that we do not have another legal reason, we may have a legitimate interest in handling and using your personal information e.g. to maintain corporate records. In those circumstances, we will always consider your legitimate interests in the protection of your personal information, and will balance those against our own legitimate interests in handling and using your personal information for the purposes described in section 2 of this statement.

In very limited circumstances, we may rely on your consent as the legal reason. By providing us with your personal information and special category personal information (including your racial or ethnic origin, sexual orientation, your physical and / or mental health, religious or other similar beliefs and / or political opinions) and the personal information and special category personal information of other individuals (for example, your emergency contact / next of kin), you:

- consent to it being used by us as described in section 2 of this statement; and
- confirm that you have informed the other individuals if they are of 12 years old and above of the content of this statement and they have provided their consent to their personal information and special category personal information being used by us as described in section 2 of this statement.

You and the individuals have the right to withdraw your consent to us holding and using your and their personal information and special category personal information

by contacting us. Once you / they have withdrawn your / their consent, we will no longer use your / their personal information and special category personal information for the purpose(s) set out in section 2 of this statement, which you originally agreed to, unless we have another legal reason for doing so.

4. Who do we share your personal information with?

We may share your personal information with other organisations for the purposes described in section 2 of this statement, including:

- your employer agency;
- our financial advisers, consultants and IT service providers;
- our solicitors;
- our insurers; and
- the Police (in the case of actual or suspected criminal activity).

5. How long do we keep your personal information?

We will only keep your personal information for as long as we need to for the purposes described in section 2 of this statement, including to meet any legal, accounting, reporting or regulatory requirements. More information is contained in our data retention policy, which is available by contacting our DPO.

6. Where is your personal information transferred to?

Some of the organisations we share your personal information with (listed in section 4 of this statement) may be based or may make use of data storage facilities that are located outside the United Kingdom. Their handling and use of your personal information will involve us and / or them transferring it outside the United Kingdom. When we and / or they do this, we will ensure similar protection is afforded to it by:

- only transferring it or permitting its transfer to countries that have been deemed to provide an adequate level of protection for personal information under data protection laws; or
- using specific contracts with such organisations, which are approved for use in the United Kingdom, and which give your personal information the same protection it has in the United Kingdom after it is transferred.

Please contact our DPO for further information on the specific mechanism used by us when transferring your personal information outside the United Kingdom.

7. What rights do you have in relation to your personal information that we hold and use?

It is important that the personal information that we hold about you is accurate and current. Please keep us informed of any changes. Under certain circumstances, the law gives you the right to request:

- a copy of your personal information and to check that we are holding and using it in accordance with legal requirements;

- correction of any incomplete or inaccurate personal information that we hold about you;
- deletion of your personal information where there it is no longer necessary for us to continue to hold and use it. You also have the right to ask us to do this where you object to us holding and using your personal information (details below);
- temporarily suspend the use of your personal information, for example, if you want us to check that it is correct or the reason for processing it or to stop us from using your personal information altogether if we have committed a breach of data protection laws;
- the transfer of the personal information that you have provided to us to you or another organisation; and
- that you are not subject to a decision solely taken by computer which produces legal consequences for or otherwise significantly affects you.

You can also object to us holding and using your personal information on grounds relating to your particular situation, unless we have overriding and compelling legitimate grounds for holding and using your personal information in certain situations.

Please contact our DPO if you wish to make any of the above requests. When you make a request, we may ask you for specific information to help us confirm your identity for security reasons. 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.

8. Feedback and complaints

We welcome your feedback on how we hold and use your personal information, and this can be sent to our DPO.

You have the right to make a complaint to the Information Commissioner, the UK regulator for data protection, about how we hold and use your personal information. The ICO's contact details are as follows:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

If you would like to receive this statement in alternative format, for example, audio, large print or braille, please contact us.

9. Updates to this statement

We may update this statement at any time, and we will provide you with an updated version when required to do so by law.

Last updated: April 2024