



**Manor Estates Housing Association  
Privacy Notice  
EMPLOYEE NOTICE  
(How we use your personal information)**

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.

**Who are we?**

Manor Estates Housing Association is a Scottish Charity (Scottish Charity Number SCO23106), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2484R(S) and has their Registered Office at Suite 4, 5 New Mart Place, Edinburgh EH14 1RW. We take the issue of security and data protection very seriously and strictly adhere data protection legislation, including the UK General Data Protection Regulation, the Data Protection Act 2018 and Privacy and Electronic Communications Regulations..

We are notified as a Data Controller with the Office of the Information Commissioner's Office under registration number Z6870536 and we are the data controller of any personal data that you provide to us.

**How we collect information from you and the type of information we collect**

We collect information about you:

- When you apply for employment with us;
- When you are appointed to a post with us;
- If there are any changes to your circumstances that, as an employer, we need to know about;
- When your employment with the Association comes to an end.

We may collect the following information about you:

- Name;
- Address;
- Telephone number;
- E-mail address;
- National Insurance Number;
- Next of Kin;
- Other third party contact details;
- Previous employment details;

- Academic or professional qualifications;
- Absence and attendance information;
- Driving licence;
- Disciplinary or grievance information;
- Relevant HMRC information (tax code);
- Bank details;
- Racial or ethnic origin;
- Political opinions;
- Trade union membership;
- Genetic data or biometric data;
- Data concerning your sex life or sexual orientation;
- Religious or philosophical beliefs
- Health data;
- Criminal convictions or suspicion of criminal activities
- Date of birth;
- Nationality, Asylum or Immigration Status;
- Photographic identification
- Any other personal data, including special category personal data which you provide us with.

### **Why we need this information about you and how it will be used**

We need your information and will use your information for :

- Administration of contracts of employment;
- Payment of salaries
- Monitoring and managing leave and absence
- Recruitment, selection and promotion exercises;
- Pensions administration and the processing of associated benefits;
- Appraisal and training purposes;
- Membership of professional bodies;
- Payment of Child Care Vouchers;
- Administration of child support and maternity payments;
- Administration of payments as a result of wage arrestment;
- Contacting next of kin in the event of emergencies;
- Responding to reference requests

### **Sharing of your information**

The information you provide to us will be treated by us as confidential and will be processed only by our employees 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 process your monthly salary payments and to allow your electronic payslips to be produced and issued;
- To allow your pension provider to process pensions information and handle your pension;
- Investigating complaints;

- Providing details to an Occupational Health Specialist;
- If we enter into a joint venture or merge with another business entity, your information may be disclosed to our new business partners or owners

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

### **The lawful basis for processing your personal data**

Under the UK General Data Protection Regulation, the lawful bases which we rely on for processing this information are:

- We have your consent
- We have a contractual obligation, including pre-contractual negotiations
- We have a legal obligation
- We have a vital interest
- We have a legitimate interest

### **Transfers outside the UK and the European Economic Area**

Your information will only be stored within the UK and EEA.

Were information to be transferred outside the UK or EEA we will ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

### **Security**

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

- Any paper materials will be stored in your HR file, which is retained in a locked cabinet in the CEO's office and only accessed by members of the Senior Management Team.
- Where retained electronically, records are only accessible to authorised staff and for specific processing purposes. All such electronic files are password protected and only available to designated employees.

### **How long will we 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 legal or financial regulations. Our full retention schedule is available from our office at 11 Washington Lane, Edinburgh EH11 2HA.

### **Your rights**

Under data protection law, you have certain data subjects' rights including:

#### **Your right of access**

You have the right to ask us for copies of your personal information

**Your right to rectification**

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete

**Your right to erasure**

You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing**

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing**

You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability**

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise any of your rights above please contact us at [info@manorestates.org.uk](mailto:info@manorestates.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.

**Queries and Concerns**

If you have any queries or concerns about our use of your personal information, you can raise these with us by either contacting:

Claire Ironside  
Chief Executive  
Manor Estates Housing Association  
Email: [cironside@manorestates.org.uk](mailto:cironside@manorestates.org.uk)  
Tel: 0800 093 8823

Carolyn Hughes  
Housing Management Director  
Manor Estates Housing Association  
Email: [chughes@manorestates.org.uk](mailto:chughes@manorestates.org.uk)  
Tel: 0800 093 8823

OR by contacting our Data Protection Officer, who is provided by RGDP LLP and can be contacted either by telephone on **07935 008 316** or by email at [info@rgdp.co.uk](mailto:info@rgdp.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data. Their details are as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

SK9 5AF

Helpline Number: 0303 123 1113

ICO Website <https://www.ico.org.uk>