ATRIUM HOMES

Privacy Notice – Board Members

(How we use your personal data)

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 process your personal data.

Board Privacy Notice

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1. Who are we?

Atrium Homes ("we" or "us") is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to data protection laws, including the UK General Data Protection Regulation, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and the Privacy and Electronic Communications Regulations.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5916972.

2. What data do we collect?

We collect the following data from you, both from data you have supplied through membership of the Association forms or any other instance where you have provided us with your personal data. We do not receive any additional information from third parties. We might collect the following:

(a) Name
(b) Date of Birth
(c) Address
(d) Telephone Number
(e) E-mail address
(f) NI number
(g) Protected characteristics under the Equality Act 2010, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
(h) Qualifications
(i) Details concerning health or any disability
(j) Occupation
(k) Bank account details (where applicable)
(l) Register of interest
(m) Signature
(n) Standard disclosure checks
(o) CCTV imagery
(p) Photos
(q) Relationship with current Board members and / or staff
(r) Positions with public responsibilities

(s) Legal & financial declarations
(t) Memberships and directorship held, together with duration
(u) Training records
(v) Video and audio for communications

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

(a) Administration duties
(b) Payment of any out-of-pocket expenses
(c) Recruitment and selection
(d) Appraisal, training and development
(e) Membership of professional bodies
(f) Health, safety and wellbeing
(g) Equality monitoring
(h) Regulatory reporting

We may also process special categories of personal data required about you. Special categories of personal data means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purposes of uniquely identifying you.

The "special categories" of sensitive personal information referred to above require higher levels of protection. We need to meet additional legal requirements for collecting, storing and using this type of personal information.

3. Who might personal data be shared with?

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors and healthcare providers insofar as reasonably necessary, and in accordance with data protection legislation.

We may also disclose your personal data:

- with your consent;
- to the extent that we are required to do so by law;
- to complete a regulatory return in relation to the Board
- to protect the rights, property and safety of us, our customers, users of our websites and other persons;
- in connection with any ongoing or prospective legal proceedings;
- If we are investigating a complaint, information may be disclosed to solicitors, independent investigators such as auditors, the Scottish Housing Regulator and other regulatory body involved in any complaint, whether investigating the complaint or otherwise;
- to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling;
- to another organisation if we enter into a joint venture or merge with another organisations.

4. What are the legal bases for us processing your personal data?

We will only process your personal data on one or more of the following legal bases:

- contract
- consent
- legitimate interests (including CCTV,d maintaining our disaster recovery plan, void property management, data sharing with utility companies, references and recognised legitimate interests in accordance with the Data (Use and Access) Act 2025)
- vital interests

- public task in the public interest / official authority
- legal obligation

5. Where do we keep your personal data?

Your information will only be processed within the UK and / or the European Economic Area ('EEA') other than where authorised by law.

6. How do we keep your personal data safe?

When you give us information, we take steps to make sure that your personal data is kept secure and safe. All data is held in accordance with Atrium Homes' data protection policies and procedures. Our systems are password protected and all electronic data is stored securely. All paper files are held securely.

7. How long do we keep your personal data?

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, and as detailed in our Retention Policy and Schedule.

8. What are your rights?

You have the right at any time to request us to exercise your data subjects' rights in relation to the following:

- the right to be informed
- the right to access
- the right to rectification
- the right to object to processing
- rights in relation to automated decision making and profiling
- the right to be forgotten
- the right to data portability
- the rights to restrict processing

9. Queries and Complaints

If you would like to find out more about how we use your personal data, wish to exercise any of your rights or have any queries or concerns about our use of your personal data, you can raise these with us by either contacting:

- Atrium Homes: DPO@atrium-homes.co.uk
- DPO (RGDP LLP): info@rgdp.co.uk

You also have the right to complain to the Information Commissioner's Office in relation to our use of your personal data. The Information Commissioner's contact details are noted below:

Telephone: 0303 123 1113
Online: Make a complaint | ICO

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.

Acknowledgement of receiving and reading this notice

I _____ [print name] confirm that I have read and understood the contents of this Board Member Privacy Notice.

Signed **Date**