**Manor Estates Associates Limited**
**Privacy Notice**
**MEAL Board Members & Applicants**
**(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 information.

**Who are we?**

Manor Estates Associates Limited is a subsidiary of Manor Estates Housing Association, 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, the Data (Use and Access) Act 2025 and Privacy and Electronic Communications Regulations
We are registered as a Data Controller with the Office of the Information Commissioner's Office under registration number ZA 611 854 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 may collect the following information regarding you:

- Name
- Date of birth
- Address
- Telephone number
- Email address
- Signature
- 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
- Qualifications
- Details concerning health or any disability
- Occupation
- Bank account details (when applicable)
- Register of interest
- Standard disclosure checks
- Relationship with current Committee members and / or staff
- Positions with public responsibilities
- Legal & Financial declarations
- Membership and directorships held, together with duration
- Training records
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**Why we need this information about you and how it will be used**

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

- Providing means of communication to and between board members
- Completing necessary regulatory returns
- Advising tenants, customers and stakeholders of your status as Board members

- Administration duties
- Payment of any out of pocket expenses
- Recruitment and selection
- Appraisal, training and development
- Membership of professional bodies
- Health, safety and wellbeing
- Equality monitoring

**Who might my data be shared with, or seen by?**

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors, selected third parties, government agencies and regulators and healthcare providers insofar as necessary in the exercise of our functions, and only 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 Management Committee
- to protect the rights, property and safety of us, our customers, users of our website and other persons
- in connection with any ongoing or prospective proceedings
- if we are investigating a complaint, information may be disclosed to solicitors, independent investigators, including auditors, the Scottish Housing Regulator, and other regulatory bodies, 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 organisation.

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

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

- contract
- consent
- our legitimate interests (including CCTV recordings, telephone call recordings, business planning and resilience, next of kin details, references and recogniced legitimate interests, in accordance with the Daat (Use and Access) Act 2025)
- vital interests
- public interest / official authority

- legal obligation

**Processing special category personal data**

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.

**Transfers outside the UK**.

Your information will only be stored within the United Kingdom, except where international transfers are authorised by law.

**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 secure cabinets located in the office of either the Chief Executive or the Corporate Services Director. They will be accessed only by them of other senior members of staff with express permission.
- Where retained electronically, files are password protected and only accessible by 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 law / best practice, or as set out in any relevant contract we have with you and in accordance with our Retention Policy and Schedule.

**Your rights**

You have the right at any time to request 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

If you would like to exercise any of your rights above, please contact us at **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 contacting:

Claire Ironside
Chief Executive
Manor Estates Housing Association
Email: cironside@manorestates.org.uk
Tel: 0131 510 8540

OR by contacting our Data Protection Officer, who is provided by RGDP LLP and can be contacted by email at 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: Make a complaint | ICO

Date of approval: 16.11.26