



KINGDOM

Group

Board Members Fair Processing Notice

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HAPPY TO TRANSLATE

Approved: November 2025
Next Review: November 2026

FAIR PROCESSING NOTICE - BOARD MEMBERS

1. Introduction

This notice explains what personal information we collect, when we collect it and how we use it. 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.

2. Who are we?

The Kingdom Group includes the following entities:

- Kingdom Housing Association (KHA), a Scottish Charity (Scottish Charity Number SC000874) and a registered society under the Co-operative and Community Benefit Societies Act 2014
- Kingdom Support and Care (KSC), a Community Interest Company and a wholly owned subsidiary of Kingdom Housing Association (A Private Limited Company Registration Number SC545491)
- Kingdom Initiatives Limited (KI), (Private Limited Company Registration Number SC383963) a non-charitable wholly owned subsidiary of Kingdom Housing Association.

With all having a Registered Office at Saltire Centre, Pentland Court, Glenrothes.

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

- Kingdom Housing Association - Z6582821
- Kingdom Support and Care CIC - ZA222159
- Kingdom Initiatives - Z9940678

We as a group are committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the Data Protection Act of 2018 and the UK General Data Protection Regulation (UK GDPR), together with any domestic laws subsequently enacted.

Our Data Protection Officer is Calum Kippen. Any questions relating to this notice and our privacy practices should be sent to him at calumkippen@kha.scot

3. How we collect information from you and what information we collect

We collect the following information directly from you:

Name	Driving Licence Number	CCTV Digital Images
Email Address	ID Photo	Electronic Signature
Date of Birth	Bank Details	Nationality
Address(es)	Contact Number(s)	Referee Details
PVG/Disclosure Number		

Protected characteristic data (optional): Gender, Ethnicity, Religion, Disability, Sexual Orientation, Pregnancy/Maternity, Relationship Status

4. Why we need your information and how it will be used

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

- Administration of membership in line with our Rules;
- Regulatory Reporting
- Identification purposes
- Payment of expenses

- Training and Development
- Equality & Diversity Reporting
- Prevention of crime and public safety (CCTV)
- Compliance with car user status
- Issue communications to keep you informed about activities in the Kingdom Group
- To request electronic approval for urgent Board matters between Board Meetings
- To produce anonymised statistical reports on the makeup of Kingdom Group Boards
- To record meeting attendance, record training and events attendance and record minutes of meetings

5. Sharing of your information and why we may need to share it

We may be required to share your personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include;

- the Scottish Housing Regulator
- Financial Conduct Authority
- Office of the Scottish Charity Regulator (OSCR)
- Local Authority for the administration of houses in multiple occupation (HMO)
- The Care Inspectorate
- Companies House
- Bankers
- Auditors

We may also need to disclose and share information about you with third parties for the purposes set out below or for purposes approved by you, including the following:

- To process expense payments;
- To book you onto external training or networking events
- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners;
- For the prevention of crime and public safety.

6. How we store your information

If we transfer your personal data outside the UK or European Economic Area (EEA), we ensure it is protected by appropriate safeguards.

When you give us information, we take steps to make sure that your personal information is kept secure and safe. We have implemented appropriate physical, technical and organisational security measures designed to secure your personal data against accidental loss and authorised access, use, alteration, or disclosure. In addition, we limit access to personal data to those employees, agents, contractors and other third parties that have a legitimate business need for such access. Further details can be accessed within our Privacy Policy.

7. 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 (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

8. Your Rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact Gillian Maton on customerservices@kha.scot.

You have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's Office – Scotland, 45 Melville Street, Edinburgh, EH3 7HL, Telephone: 0131 244 9001, Email: scotland@ico.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 personal and contact details.