



Rural Stirling

Housing Association



Quality property
management services

GROUP APPROPRIATE POLICY DOCUMENT

Rural Stirling Housing Association, Registered as a Scottish Charity No. SC037849
Venachar Limited, Incorporated under the Companies Act (Company Number SC447415)
Registered Office: Stirling Road, Doune, FK16 6AA

Policy Name	Group Appropriate Policy Document
Policy Category	Corporate
Date Policy First Approved	October 2022
Date Policy Reviewed	New Policy
Review Period	3 years
Next Review Due	October 2025
Data Impact Assessment and Equality Impact Assessment	Yes

1.0 Purpose

1.1 We process special categories of personal data (SC data) and personal data relating to criminal convictions and offences (CR data) in accordance with the requirements of Articles 9 and 10 of the UK General Data Protection Regulation (UK GDPR) and Schedule 1 to the Data Protection Act 2018 (DPA 2018). This processing is undertaken for the purposes of carrying out our responsibilities as a registered social landlord in Scotland and complying with the legal and regulatory requirements that apply to us.

Some of the conditions for processing SC data and CR data contained in Schedule 1 to the DPA 2018 require us to have an Appropriate Policy Document (APD) in place, setting out and explaining our procedures for securing compliance with the data protection principles contained in Article 5(1) of the UK GDPR and our arrangements for the retention and erasure of such personal data. This document is our APD, which explains our processing and satisfies the requirements of Part 4 of Schedule 1 to the DPA 2018. It supplements our transparency statements and Data Protection Policy.

SC data is defined in Article 9 of the UK GDPR as personal data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- genetic data;
- biometric data for the purpose of uniquely identifying a natural person;
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation.

Section 11(2) of the DPA 2018 defines CR data to include personal data relating to the alleged commission of offences or proceedings for an offence committed or alleged to have been committed or the disposal of such proceedings, including sentencing.

Examples of, and information about, our processing of SC data and CR data are contained in our transparency statements.

2.0 Scope

2.1 *Our Conditions for Processing SC Data*

We rely on the following conditions to justify our processing of SC data:

Condition	UK GDPR reference	Authorisation in DPA 2018
Explicit consent of the data subject obtained either in writing or verbally.	Article 9(2)(a)	Not applicable

Condition	UK GDPR reference	Authorisation in DPA 2018
Processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us or the data subject in connection with employment, social security or social protection.	Article 9(2)(b)	Paragraph 1(1) of Part 1 of Schedule 1
Processing is necessary for the purposes of protecting the vital interests of the data subject or of another person.	Article 9(2)(c)	Not applicable
Processing relates to personal data which has been manifestly made public by the data subject.	Article 9(2)(e)	Not applicable
Processing is necessary for the establishment, exercise or defence of legal claims.	Article 9(2)(f)	Not applicable
Processing is necessary for substantial public interest reasons for the purposes of identifying and keeping under review the equality of opportunity or treatment between groups of people to enable such equality to be promoted or maintained. This only applies to SC data: revealing racial or ethnic origin; revealing religious or philosophical beliefs; regarding health; and relating to sexual orientation. It only concerns the following groups of people: people of different racial or ethnic origins; people holding different religious or philosophical beliefs; people with different states of physical or mental health; and people of different sexual orientation.	Article 9(2)(g)	Paragraph 8(1) of Part 2 of Schedule 1
Processing is necessary for substantial public interest reasons for the purposes	Article 9(2)(g)	Paragraph 24 of Part 2

Condition	UK GDPR reference	Authorisation in DPA 2018
of disclosing personal data to an elected representative or a person acting with the authority of such a representative in response to a communication from that representative or person.		of Schedule 1

2.2 *Our Conditions for Processing CR Data*

We rely on the following conditions to justify our processing of CR data:

Condition	Authorisation in DPA 2018
Processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us or the data subject in connection with employment, social security or social protection.	Paragraph 1(1) of Part 1 of Schedule 1
Processing is necessary for substantial public interest reasons for the purposes of disclosing personal data to an elected representative or a person acting with the authority of such a representative in response to a communication from that representative or person.	Paragraph 24 of Part 2 of Schedule 1
Explicit consent of the data subject obtained either in writing or verbally.	Paragraph 29 of Part 3 of Schedule 1
Processing is necessary for the purposes of protecting the vital interests of an individual.	Paragraph 30 of Part 3 of Schedule 1
Processing relates to personal data which has been manifestly made public by the data subject.	Paragraph 32 of Part 3 of Schedule 1
Processing is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), for	Paragraph 33 of Part 3 of Schedule 1

Condition	Authorisation in DPA 2018
the purpose of obtaining legal advice or otherwise for the purposes of establishing, exercising or defending legal rights.	

3.0 Our Procedures for Ensuring Compliance with the UK GDPR principles

Article 5(1) of the UK GDPR sets out the data protection principles. These are our procedures for ensuring that we comply with them:

Principle 1

“Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.”

We ensure that we have an appropriate legal basis for processing personal data.

We process personal data fairly by ensuring that data subjects are not misled about the purposes of any processing.

We provide clear and transparent information about why we process personal data, including our lawful basis for processing, in our transparency statements and this document, which are published on our website.

Principle 2

“Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.”

We will only collect personal data for specified, explicit and legitimate purposes, and will inform data subjects what those purposes are in our transparency statements.

We will not process personal data for purposes incompatible with the original purpose for which it was obtained by us, unless we first inform the data subject.

If we are sharing personal data with another organisation, we will document that they must only process the personal data for the purposes contained in our transparency statements.

Principle 3

“Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.”

We collect and disclose the minimum personal data necessary for the relevant purposes and ensure that it is not excessive. The personal data that we process will be necessary for, and proportionate to, our purposes.

Where personal data is obtained by us, but is not relevant to our stated purposes within our transparency statements, we will erase or redact it without delay.

Principle 4

“Personal data shall be accurate and, where necessary, kept up to date.”

We will ensure that the personal data we process is accurate and kept up to date, where necessary.

Where we become aware that personal data is inaccurate or out of date relative to the purpose(s) for which it is processed by us, we will take every reasonable step to ensure that such data is erased or rectified without delay. If we decide not to erase or rectify it, for example, because the lawful basis we rely on to process the personal data permits us to continue processing it, then we will document our decision not to do so.

Principle 5

“Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.”

See below under “Retention and erasure of personal data”.

Principle 6

“Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

We will ensure that personal data is shared only with those who are required to see it as part of the relevant purposes specified in the transparency statements. We will, at all times, consider whether the processing or disclosure of such data is necessary for such purposes.

Appropriate organisational and technical measures are in place to protect personal data that we process. These include robust redaction processes and ensuring that personal data is only processed in line with our security procedures. Our electronic document management system and physical storage facilities within our office environment have appropriate access controls applied.

The systems we use to process personal data allow us to erase or update personal data at any point in time, where appropriate.

4.0 Accountability for Compliance with UK GDPR Principles

We have put in place appropriate technical and organisational measures to meet the requirements of accountability under Article 5(2) of the UK GDPR. These include:

- The appointment of a Data Protection Officer (DPO) under Article 37 of the UK GDPR to undertake the position set out in Article 38 of the UK GDPR and to fulfil the tasks contained in Article 39 of the UK GDPR. This includes providing independent and timely advice in relation to our personal data processing, with direct access to the CEO, Senior Management Team and the Board, as required for fulfilment of his position and tasks.
- Taking a “data protection by design and default” approach to our personal data processing.
- Maintaining a record of our personal data processing and providing the same to the Information Commissioner’s Office (ICO) on request.
- Adopting and implementing data protection policies and procedures and ensuring we have written contracts in place with our data processors.
- Implementing appropriate security measures in relation to the personal data we process.
- Carrying out data protection impact assessments for our high risk processing and consulting the ICO, where appropriate.

We regularly review our accountability measures and update or amend them when required.

5.0 Equality & Diversity Statement (Group Statement)

- 5.1 We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

This policy and any other Rural Stirling Group (RSG) publication is available in other formats e.g., other languages, Braille, large print, audio.

6.0 SHR Regulatory Standards

- 6.1 The SHR’s regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that the Association complies with these standards. The standards of direct relevance to this policy are noted below:
- *Standard 1: The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.*
 - *Standard 2: The RSL is open and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.*

- *Standard 4: The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.*
- *Standard 5: The RSL conducts its affairs with honesty and integrity.*
- *Standard 6: The governing body and senior officers have the skills and knowledge they need to be effective.*

7.0 Relevant Legislation

- UK General Data Protection Regulation
- Data Protection Act 2018

8.0 Related Documents

8.1 This policy relates to the following documents:

- Group Data Protection Policy
- Document Retention Policy
- Transparency Statements

9.0 Review

9.1 We will review and update this policy every 3 years. More regular reviews will be considered where, for example, there is a need to respond to new legislation/policy or regulatory guidance.