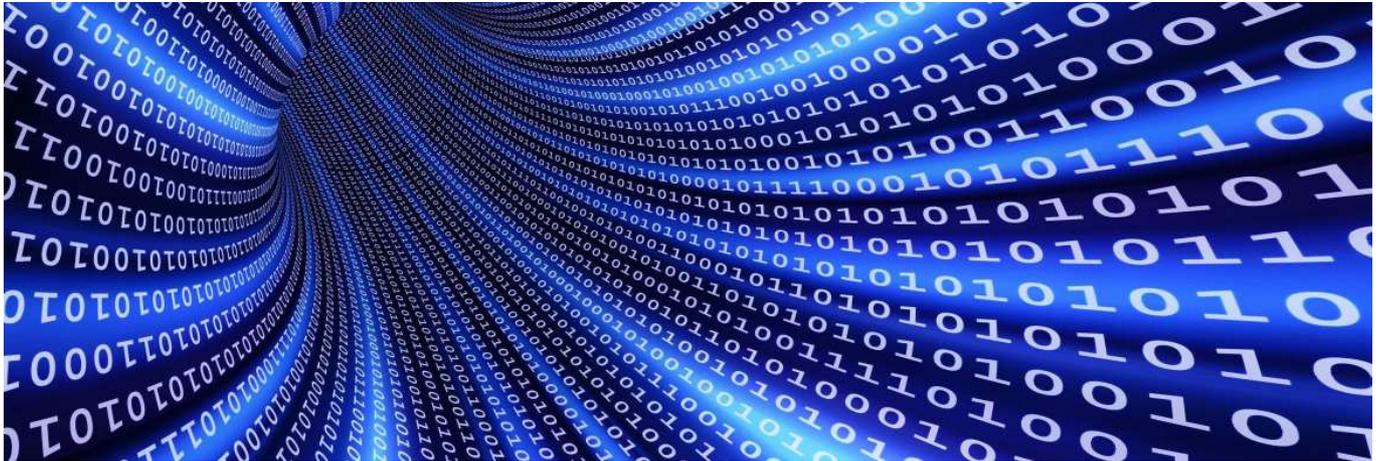


# Information on: Data protection



## Personal data

Your personal data only includes information relating to you that allows you to be:

- identified directly from the information in question; or
- indirectly identified from that information in combination with other information.

We are under an obligation to collect only the data we need in order to manage our relationship with you and to store it safely.

## Access to Information

We are committed to respecting your privacy and handling your personal data securely. To meet this commitment, we ensure that we comply fully with our obligations under the UK Data Protection Act 2018. Our full Fair Processing Notice explains in more detail how we process your personal data from when we collect it until we securely dispose of it. It also explains what organisations and under what circumstances we may share data with and also the security measures we employ to keep your data secure. You can request copy of our Fair Processing Notice by contacting us at the office on 0141-445-4418.

## Requesting your own personal data

The UK Data Protection Act 2018 provides you with certain rights to request the personal data we process in relation to you. To access this information, you may make a Subject Access Request to the Association. To make a Subject Access Request you must provide us with your full name and address,

## GDPR

The EU General Data Protection Regulation (GDPR) is the most important change in data privacy regulation in 20 years.

We will gather and process your personal information in accordance with our published privacy notice and in compliance with the relevant data protection regulation and laws. Our privacy notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

and also provide proof of your identity e.g. passport, driving license. You must also provide us with details of the personal data you are requesting and any relevant dates.

We will not normally make a charge for providing your data, however we reserve the right to make a charge where a request is considerable and repetitive.

### **Making a Subject Access Request on behalf of another individual**

You can make a Subject Access Request for another individuals personal data; however we will need to be assured that you have that individuals explicit written consent for you to act on their behalf. You must also provide proof of your identity.

### **Responding to your request**

Once we have received proof of your identity we will respond to your request within one month. You can find out more about requesting your own personal data at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

### **Complaints**

If you are dissatisfied with the way we have handled your request you may make a complaint through the Association two stage complaints handling procedure as outlined in our Complaints section.

You may also contact the Information Commissioners Office at <https://ico.org.uk/make-a-complaint/>