



ARK HOUSING ASSOCIATION EMPLOYEE PRIVACY NOTICE

How we use your personal information

Introduction

Ark Housing Association controls and processes a range of personal information about you. In this Privacy Notice your 'personal information' means your personal data i.e. information about you from which you can be identified. Your personal information does not include data where your identity has been removed (anonymous data). It is important that the personal information that we hold and process about you is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

This notice explains what personal information we collect, when we collect it, how we process 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 Employee Privacy Notice is to explain to you the reasons why we may hold and use your personal data and explain your rights under the current data protection laws.

We may collect and process personal data relating to you to manage our contract/agreement, including pre-contract/agreement negotiations, with you. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you.

This notice does not form part of your contract of employment or agreement with us. It applies to all employees, which sets out the information Ark holds about staff members, the purpose for which this data is held and the lawful basis on which it is held. Ark may process personal information without staff members' knowledge or consent, in accordance with this Notice, where this processing is required or permitted by law. Separate privacy notices are available for housing applicants, tenants, visitors to our website and premises, job applicants, contractors and suppliers, supported people and our management board members.

Who are we

Ark, Recognised Scottish Charity No SC015694, Scottish Housing Regulator No 66, Co-operative and Community Benefit Societies Act No 1899RS, Property and having their Registered Office at Lochside House, Ground Floor, West Suite, Lochside Way, Edinburgh Park EH12 9DT. We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 2018 (the 2018 Act) and the UK

General Data Protection Regulation (UK GDPR), the Data (Use and Access) Act 2025 together with any domestic laws subsequently enacted.

We are registered as a Data Controller with the Office of the Information Commission (IC) under registration number Z9714372 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer (DPO) is:

RGDP LLP, Level 2, One Edinburgh Key, 133 Fountainbridge, Edinburgh EH3 9QG

Tel: 0131 222 3239

Email: info@rgdp.co.uk

Any questions relating to this notice and our privacy practices should be sent to dataprotection@arkha.org.uk.

Where does your personal information come from?

The Association may collect information in several ways which include:

- Personal data which you have provided to us
- Recruitment processes including information obtained from agencies
- Your identification documents you have given us
- Background checks conditional for your engagement with us (if relevant)
- PVG/Disclosure/DVLA checks relating to criminal convictions/offences
- Former employers or other individuals whom you have given us permission to contact to provide us with a reference
- Medical professionals provide us with appropriate health information in order that we can manage any health- related situations that may have an impact on your ability to work with us.
- Membership with professional bodies that confirm membership
- Qualifications/training bodies that provide us information relating to you
- Web browsing history and email exchanges can be routinely monitored for the purposes of maintaining the IT infrastructure
- HMRC
- Trade Union
- Government agencies and other public authorities
- Debt agencies
- Line managers and colleagues

What Information do we collect?

This includes:

- Your name, address, and contact details including email address and telephone number, date of birth and gender
- Information supplied through our application process
- The terms and conditions of your employment or engagement with us, including financial information such as salaries, pension and other payroll requirements
- Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces
- Information about your remuneration, including entitlement to benefits such as, pay, pension and holidays
- Details of your bank account, tax code and national insurance number

- Information about your marital status, next of kin, dependants and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Information about any criminal convictions if relevant for your job.
- Details of your work pattern (days of work and working hours) and attendance at work
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- Assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence
- Information about medical or health conditions, including if you have a disability for which the organisation needs to make reasonable adjustments
- Equalities data monitoring information including protected characteristics
- CCTV imagery
- Complaint details as a result of any lodged complaints from our tenants/owners

The personal data we hold about you will be kept in your personnel file which is stored securely and access to the files is restricted. The information will only be held for the periods outlined in the Housing Association's Retention Policy.

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, including pre-contract negotiations
- Consent
- Vital interests
- The performance of a task carried out in the public interest and / or with official authority
- Where we have a legal obligation to do so
- Our legitimate interests (including early stages of the recruitment selection process, CCTV recordings, maintenance of disaster recovery plans, recording next of kin details, etc)
- Where there is a redefined legitimate interest, as defined under the Data (Use and Access) Act 2025 and by the relevant Secretary of State.

Processing Special Category Personal Data

Special categories of information 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 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.

Our legal bases for processing your special category data is:

- (a) Explicit consent

- (b) Employment, social security and social protection (if authorised by law)
- (c) Vital interests
- (d) Not-for-profit bodies
- (e) Made public by the data subject
- (f) Legal claims or judicial acts
- (g) Reasons of substantial public interest (with a basis in law)
- (h) Health or social care (with a basis in law)
- (i) Public health (with a basis in law)
- (j) Archiving, research, and statistics (with a basis in law)

Our Processing of Special Category Personal Data:

We may use your special category personal information, including but not limited to the following ways:

- We will use information relating to leave of absence, which may include sickness absence or family related leave, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.

If relevant for your job role, we will process criminal convictions data provided by Disclosure Scotland.

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, government agencies and regulators and healthcare providers so far 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 comply with any regulatory requirements
- to protect the rights, property and safety of us, our tenants, 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 a joint venture or merge with another organisation.

Sharing Information with Local Authorities

We may share documents such as Care Plans and daily logs with local authorities for service-related purposes. These documents can include support worker names. This sharing is carried out under our legitimate interest to ensure accurate and compliant reporting. Individual consent is not required for this purpose, and names will not be redacted.

Employee Monitoring

We will carry out the following monitoring exercises:

- CCTV – images and footage recorded of any person visiting our premises. This is used for employee safety, security and the prevention (detection) of crime. Footage is currently retained for 1 month.
- Wi-fi Browsing – Our IT provider can monitor web browsing history and email exchanges for the purposes of maintaining the IT infrastructure
- Phone records of Association mobile users with regards to call history and length of calls. Recordings are retained for 12 months

Where do we keep your data?

Your information will only be processed within the UK, except, where international transfers are authorised by law.

How do we keep your data safe?

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

How long do we keep your 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 in accordance with our Data Retention Policy and Schedule.

If you do not wish to provide your personal data

You have obligations under your employment contract or other agreement with us (including any potential contracts of employment/other agreements) to provide us with requested personal data. This may include name, qualifications and experience, contact details, your right to work in the UK and payment details. If you do not provide the requested information, this may mean that we cannot enter into a contract/agreement with you. You may also have to provide us with personal information in order to exercise your statutory rights, such as in relation to statutory leave entitlements.

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 dataprotection@arkha.org.uk in the first instance. You should note that your rights under the UK GDPR and 2018 Act are not absolute and are subject to qualification.

Use of Artificial Intelligence (AI) Tools

We use Microsoft Co-Pilot, a secure AI tool integrated into our Microsoft 365 environment, to help our staff draft documents, summarise materials, and retrieve information more efficiently.

Co-Pilot works only within our secure systems and does not use your information to train public AI models. Your personal data remains stored in our UK/EU Microsoft data centres and is protected by the same security measures and confidentiality obligations that apply to all of our files.

All outputs from Co-Pilot are reviewed by our staff before use. We do not make decisions solely by automated means.

Queries and Complaints

Any questions relating to this notice and our privacy practices should be directed, in the first instance, to dataprotection@arkha.org.uk.

If you are not satisfied with our handling of your request, in the first case you should contact us with your complaint so that we can investigate. Complaints over handling your rights should be sent to dataprotection@arkha.org.uk and marked GDPR Complaint.

Our Data Protection Officer is provided by RGDP LLP and can be contacted either via 0131 222 3239 or info@rgdp.co.uk

If you still remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commission in relation to our use of your information. The Information Commission's contact details are noted below:

Information Commission

Telephone: 0303 123 1113

Online: [Make a complaint | ICO](#)

This Privacy Notice was last updated on 03/12/2025

