

Data Protection and Privacy Notice

This Privacy Notice will illustrate how your personal data and, if applicable, special categories of personal data will be used by Intel Trust. It will provide you with information about your rights under the General Data Protection Regulation (EU) 2016/679 [GDPR] and the Data Protection Act 1998 (as amended) [the Data Protection Legislation] and how to action these rights.

Who we are

Intel Trust is committed to protecting your privacy and is registered as a controller with the Information Commissioner's Office [ICO].

Intel Trust has entered into a **Data Processing Agreement** with **Scottish Procurement Alliance (SPA)**, which sets out clearly how and why information may be shared. This ensures that we can provide you with the services you expect from us at the same time as meeting our data protection obligations. For example, we access finance and marketing services through SPA

The **data protection principles** set out how personal data should be managed.

Principle	What Intel Trust must do
1. Lawfulness fairness and transparency	We need to be clear and upfront about what we use your data for.
2. Purpose limitation	We will only use your data for specific reasons which are set out in this guide.
3. Data minimisation	We will only collect data which is necessary for us to provide a service to you and will delete data when it becomes out of date.

4. Accuracy	We will ensure that any personal data we collect is correct and up to date.
5. Storage limitation	We will keep only what's necessary in line with our Data Retention Schedule.
6. Integrity and confidentiality	We will ensure we have appropriate security to protect the data we process about you.

This is a standard privacy notice. The information on page 6 of this notice contains specific information about how your data will be processed.

We aim for this privacy notice to be clear but comprehensive and provide you with all the information you need to understand how we will manage your data.

What is Data?

Personal data means any identifiable information about a living person. This can include:

- Name
- Address
- Telephone Number
- Date of Birth
- Tenancy Reference Number
- National Insurance Number

Special categories of personal data are defined as personal data relating to a person's:

- Racial or ethnic origin
- Political opinions
- Religious or other beliefs
- Trade Union membership
- Health
- Sex life or sexual orientation

- Genetic or biometric data used to uniquely identify a person

Lintel Trust very rarely has cause to access more information than a contact name and telephone number but, in terms of staff, volunteer and Trustee information, we are considered a **controller** of your personal data. This means that we decide the **purpose** and conditions of **processing** of your personal data.

Any supplier, contractor or other third party with whom we share data is called a **processor**.

What are the conditions of processing?

The **conditions of processing** are basically the legal reasons for processing your personal data. We must make it very clear why we process your data. In processing your personal data or special category personal data, Lintel Trust will rely on one or more of the following conditions of processing, depending on what we are using your personal data for:

For Personal Data

Consent	You have given your consent to the processing of your personal data.
Contractual	Processing of personal data is necessary for the performance of a contract with you or for Lintel Trust to take pre-contractual steps at your request.
Legal Obligation	Processing of personal data is necessary for Lintel Trust to comply with a legal obligation.
Vital Interests	Processing of personal data is necessary to protect your vital interests or another individual's vital interests (this means life or death situations).

Public Task	Processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority conferred on Lintel Trust
Legitimate Interests	Processing is necessary for Lintel Trust's legitimate interests or a third party's legitimate interests unless these interests are overridden by your interests or fundamental rights.

For Special Categories of Personal Data

Explicit Consent	You have given your explicit consent to the processing of your personal data.
Employment Law	Processing is necessary for carrying out obligations under employment, social security or social protection law.
Vital Interest	Processing is necessary to protect your vital interests or another person's vital interests where the data subject is physically or legally incapable of giving consent.
Legal Claims	Processing is necessary for the establishment, exercise or defence of legal claims.
Public Interest	Processing is necessary for reasons of substantial public interest, under law.
Medical Diagnosis and Treatment	Processing is necessary for the purposes of the provision of health or social care or treatment or the management of health or social care systems.

Your Rights

You have several rights under the Data Protection Legislation which are outlined and explained below.

The right to be informed how your personal data is processed

This guide informs you how your data will be processed and sets out clearly Lintel Trust's lawful basis for processing.

The right to access your personal data

You can submit a Subject Access Request to access the personal data that Lintel Trust holds about you. You can do this by writing to:

Data Protection Officer
Lintel Trust
6 Deer Park
Fairways Business Park
Livingston
EH54 8AF

Or e-mailing: enquiries@inteltrust.org.uk

Lintel Trust will then have 30 days to respond to your request. As part of the subject access request process we will ask for two forms of identification to be submitted before any information is released.

The right to rectification

If any of the personal data we hold about you is wrong, you have the right to ask us to correct it.

The right to erasure

You may request that Lintel Trust erase any of your personal data that is processed by us. This is also known as the 'right to be forgotten'. Please note that this is subject to several exemptions and so is not an absolute right.

The right to restrict processing

If you believe that we are processing personal data unlawfully, where it is no longer needed or think that the personal data held is inaccurate you can ask us not to process that personal data.

The right to object

You have the right to object to our processing of your personal data. However, if Lintel Trust can demonstrate that there is an appropriate 'condition of processing' in place then we may refuse to stop processing your personal data.

Rights in relation to automated decision-making and profiling

You have the right not to be subject to a decision solely based on automated processing. If a decision is made by an automated process you may ask Lintel Trust to have the decision investigated by a member of staff. Please note, there are no current automated decision making processes in place.

How to action your rights under the Data Protection Legislation

If you wish to object to the use of your personal data, would like to restrict processing or have data rectified, please contact us by e-mailing enquiries@inteltrust.org.uk.

The right to complain to the ICO

If you have a concern about the way Lintel Trust is processing your personal data, you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

www.ico.org.uk

Marketing

We will never share or sell your personal data to a third party for marketing purposes.

Security

Electronic information that contains personal information is kept in secure systems. Laptop computers and other devices which may be taken out of the office are

encrypted and password protected. Any paper files containing personal information are stored in locked filing cabinets.

Lintel Trust

We are Scotland's Housing Association Charity with a focus on the provision of support, information and small grants to help social housing and community-based projects.

Since 1979, we have given almost £2 million in grants to thousands of housing related projects to help people suffering disadvantage in social housing.

Historically, our funds have been generated through fundraising activities and events, donations, individuals and commercial companies and sponsorship from business partners. Since 2016, we have worked in partnership with SPA to develop and administer a charity fund management service with a focus on reporting on social impact. We are planning to create and provide additional support services for housing providers and their communities.

What data we need

To allow us to provide the service you would expect from us, we process the following information about you:

- Name
- Address
- Telephone number
- E-mail address

Why we need it

We need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with our compliance to the [Charities and Trustee Investment \(Scotland\) Act 2005](#)
- to enable us to supply you with the services and information which you have requested
- to analyse the data we collect so that we can administer, support and improve our business and the services we offer
- to assess the impact of our work and influence future decisions
- to contact you in order to send you details of any changes to our services which may affect you

- for all other purposes consistent with the proper performance of our operations and business
- to contact you for your views on our services.

Where we store your data

We store electronic data on an encrypted and password protected cloud system. Your data will be accessed electronically on laptop or desktop computers which are also password protected and encrypted. Paper files have almost been phased out but any outstanding will be stored in locked cabinets.

How long we will 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.

We will generally keep your information for the following minimum periods after which this will be destroyed if it is no longer required for the reasons it was obtained.

Document Type	Retention Period
Grant application	3 years
General correspondence	3 years
Grant feedback information	3 years
Project photographs (for website)	7 years
Project case studies (for website)	7 years
Records of donations received	7 years

Email mailing list	Until advised otherwise
Trustee contact information	7 years

What's the legal justification?

Data Type	Condition of Processing
Grant application forms	Consent
General correspondence	Contractual
Grant feedback information	Contractual
Project photographs (for website)	Consent
Project case studies (for website)	Consent
Records of donations received	Legal Obligation
Email mailing address	Consent
Trustee contact information	Legal Obligation

Sharing your Information

The information you provide to us will be treated by us as confidential.

We may disclose your information to third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- Scottish Procurement Alliance
- LHC Procurement Group Finance Team

Receiving data about you

We may receive the following information from third parties:

- Payments made by us to you
- Payments made by you to us
- References received from individuals as part of Trustee background checks.
- Information obtained with regards to grant application background checks
- Complaints or other communications regarding behaviour or other alleged breaches of the terms of your contract with us

Updating your information

If your details change, please contact enquiries@inteltrust.org.uk to inform us, to ensure that all of the information we hold about you is up to date.