

Privacy Notice for Contractors & Consultants

What we need

Hjaltland Housing Association Limited (Hjaltland) will be a "controller" of the personal information that you provide to us on your employees through a range of ways, including:

- Contractors Pack,
- Quality questionnaire information,
- Pass Key consent form.

Through your contract with Hjaltland, we may ask you for the following personal information and your employees:

- contact details
 - name,
- employment details
 - qualifications,
 - training undertaken,
 - work experience.

Why we need your personal information

Public interest purposes

We need to collect your personal information so that we can manage the business and meet our obligations as registered social landlord. We will use your employees' personal information to:

- Assess your suitability for a particular contract,
- Ensure that the information Hjaltland holds is kept up-to-date,
- Manage performance through assessment and analysis to help improve the operation of the business,
- Prevent, detect and prosecute fraudulent behaviour,
- Comply with legal obligations (HSE/etc.).

Where we process personal information in the public interest, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please let us know. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of Hjaltland.

Legitimate purposes

We also process your personal information in pursuit of our legitimate interests to:

- issue communications to our tenants regarding services, and
- assess your businesses suitability for a particular contract.

Where we process personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please let us know. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of Hjaltland.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, in the newsletter, on the website, etc. and will use any additional personal information in accordance with this privacy notice or provide you with an additional privacy notice.

Who we share your personal information with

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

We may also share personal information with our professional and legal advisors for the purposes of taking advice. Hjaltland employs third party suppliers to provide services, including IT as well as Internal and External Auditing services. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

Hjaltland may be required to publish personal information to meet the Scottish Housing Regulator's regulatory requirements or our legal obligations under the freedom of information legislation. Hjaltland will only publish your personal information where we believe it is lawful.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored in a secure, lockable filing room and on our electronic filing system and servers based in the UK and is accessed by our employees for the purposes set out above.

Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our legal obligations and to safeguard Hjaltland in the event of any claims, complaints, litigation, enquiries or investigations during or following the completion of the contract. Unless you ask us not to, we will review and possibly delete your personal information in line with the document retention tables included within our Data Protection policy.

We have document retention tables included within our Data Protection policy that set out the periods for retaining and reviewing all information that we hold. The tables set out different retention periods and you can request a copy at any time.

Your rights

You can exercise any of the following rights by writing to our Data Protection Officer at 2 Harbour Street, Lerwick, ZE1 0LR (mail@hjaltdland.org). We have appointed Harper Macleod LLP as our Data Protection Officer.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request",
- if you believe that any of the personal information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete your personal information,
- you have a right to object to and/or request that we restrict the processing of your personal information for specific purposes,

- if you wish us to delete the personal information that we hold about you, you may request that we do so, and
- if you would like to obtain the personal information that we hold about you to reuse it for your own purposes, you may request that we do so.

Any requests received by Hjalmland will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk