



Northern Ireland  
Housing Executive

Retirement Association

## Privacy Notice

Version 0.1 1<sup>st</sup> August 2023  
Version 0.2 10 September 2023  
Version 0.3 3<sup>rd</sup> October 2023

Data Controller Name: The NIHE Retirement Association (The Association)

Leadership: The Chair and Committee are elected annually at the Annual General Meeting while the President is appointed for life. Details of the leadership can be found on the Association's website [www.nihera.co.uk](http://www.nihera.co.uk)

### **Why are you processing my personal information?**

In order to promote the interests of all retired members socially, culturally and economically we will require some information to be processed and held by The Association. This information you provide to us on joining in order to manage your membership of The Association. This includes recording your name and membership status of The Association.

Whilst The Association is open to all retired members of the NIHE, some non-members may be permitted at some meetings (e.g. visitors, demonstrators, presenters or responsible adults), this notice will also apply to them.

This information will also form part of The Association's historical record and typically would include your name in AGM minutes or involvement in delivering activities for members.

Except as noted below we will not share this information outside The Association and have considered that the lawful basis appropriate for holding and processing this information is "legitimate interest".

In plain language, without holding this information we could not function as a group.

### **What categories of personal data are you processing?**

- Your name
- Your address
- Date of retirement
- E-mail address where applicable
- Telephone number

### **Where do you get my personal data from?**

Information provided on joining or attending The Association and from the NIHE

### **Do you share my personal data with anyone else?**

As a general rule no, however, from time to time your name and address may be used by a company to produce notifications or letters from The Association. Any company used will always be GDPR compliant and will undertake not to store or sell the data. Once the notifications or letters have been produced and issued the data will be securely destroyed.

## **Do you transfer my personal data to other countries?**

No

## **How long do you keep my personal data?**

Paper attendance records will be kept until the end of the next membership year. Electronic attendance and membership records form part of the accounts and will be retained for 5 years. On leaving The Association your name will remain in our historical records such as AGM minutes

## **What rights do I have?**

- You have the right to obtain confirmation that your data is being processed, and access to that personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing in certain circumstances
- You have the right to “block” or suppress processing of personal data in specific circumstances
- You have the right to object to the processing in specific circumstances
- You have rights in relation to automated decision making and profiling

Further details on your rights can be found on the Information Commissioner’s website [www.ico.org.uk](http://www.ico.org.uk)

## **The Association has implemented the following to meet these requirements**

- The Association will take all reasonable steps in accordance with legal obligations to update or correct any information that you provide to us.
- You have a right to ask to see details of any personal information that The Association holds about you. If you wish to do so please contact one of The officers or ask at any meeting.
- The Association has a legal duty to protect the confidentiality of member’s information. The Association takes all reasonable steps to protect any information you submit in accordance with legislation.

## **Who do I contact if I am not happy with how my personal information is being processed?**

If you are unhappy with any aspect of this Privacy Notice, or how your personal information is being processed, please contact the Secretary in the first instance. If there is a problem we want to work with you to resolve it.

## **If you are still not happy you have the right to complain to the Information Commissioner’s Office:**

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow

Telephone 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Cheshire SK9 5AF