

Individual's Rights

Teachers' Housing Association Limited and Old Etonian Housing Association Limited

1. The right to be informed

When information is requested from you whether you are an employee, a tenant, board member or an applicant to us as a prospective employee, tenant or board member you have a right to be informed as to why we want your information, how it will be used, who we may share your information with and how long we will retain it.

On our forms there will be a paragraph headed "Privacy Notice" that will provide this information and also tell you who to contact at Teachers' Housing Association, summarise your rights and will tell how to complain if you are dissatisfied with how we have handled your data or in the way we have dealt with one of your rights below.

For general information there is a "Data Protection Statement" on the website at <http://www.teachershousing.org.uk/>

2. The right of access

Under data protection law you have the right to obtain confirmation that your data is being processed and access to your personal data that we hold.

We will acknowledge your request and respond as quickly as we can but this may take up to a month. Where the request is complex or numerous it may take up to three months but we would inform you of this within the first month from your request setting out our reasons.

Where requests are large, repetitive or where we are asked to provide copies of information already provided, we may charge a fee.

3. The right of rectification

Where we have information that is inaccurate you have the right to have the data rectified. We would make the rectification as quickly as we can but it could take up to a month. If it was complex it might take three months; if this was the case we would inform you.

It is possible that we could decide that the rectification is not needed. We would inform you our reason for that decision.

During this time we would not process your personal data until it has been corrected.

4. The right of erasure

This is a right to be forgotten when there is no longer a reason to hold your personal data. This may arise when:

- the reason we needed your data no longer applies,
- our basis for processing and holding your data is no longer legal,*

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- we had requested consent as our basis for processing, which you now withdraw, or
 - you are no longer housed, employed or a board member of Teachers' Housing and decide that you would like to be erased from our records.

*Under the current data protection law we require a legal basis for processing and holding people's personal data. For housing this will normally be in relation to the tenancy; the initial steps in setting one up and then the performance of the contractual agreement through the provision of housing and related services such as maintenance, repairs, and if you are in sheltered housing, the provision of support.

For employees our legal basis will be the formation of a contract of employment and the rights, duties and obligations under that contract and the related terms and conditions.

For Board members it will be based on our legitimate interests together with their consent.

The right to erasure may not be given where the following apply:

- The exercise or defence of a legal claim;
- to comply with a legal obligation, for the performance of a public interest task or exercise of official authority,
- for public health purposes in the public interest; or for
- archiving purposes in the public interest, scientific research, historical research or statistical purposes

5. The right to restrict processing

Individuals have the right to suppress or block processing of personal data.

When does the right to restrict processing apply?

- Where an individual contests the accuracy of the personal data, we will restrict the processing until we have verified the accuracy of the personal data.
- When processing is unlawful and the individual opposes erasure and requests restriction instead.
- If we no longer need the personal data but the individual requires the data to establish, exercise or defend a legal claim.

6. The right to data portability

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.

The right to data portability only applies processing carried out by automatic means and where the processing is carried out for the performance of a contract or because consent has been given.

Our processing is not automatic so this right is not currently applicable.

7. The right to object

The individual has a right to object where processing is carried out under the lawful reason of “in the organisation’s legitimate interests” or where the processing is for purposes of scientific/historical research and statistics.

To exercise your right to object there must be an objection on “grounds relating to your particular situation”.

We would stop processing the personal data unless the processing is for the establishment, exercise or defence of legal claims, or if we are conducting research where the processing of personal data is necessary for the performance of a public interest task.