



## **SHIP Data Protection and Privacy Statement**

### **Background**

SHIP is a membership organisation for Housing Associations who provide supported housing. In order to provide members with benefits, SHiP requires staff of its member organisations to supply information that is subject to the requirements of the General Data Protection Regulations. The following provides a statement of how SHiP complies with our legal obligations. For more information about how your personal information is processed please contact [email@shiphousing.org.uk](mailto:email@shiphousing.org.uk) or visit our website [www.shiphousing.org.uk](http://www.shiphousing.org.uk)

SHIP's registered address is:  
Canada House St. Leonards Road, Allington, Maidstone, Kent, ME16 0LS

### **Reasons/purposes for processing information**

SHIP processes personal information to enable us to provide a service to our members, to promote our services, to maintain our own accounts and records. Our lawful basis for processing is that the personal information we process is 'necessary' i.e. our functions can only be achieved by processing data and it is a legitimate business interest. We have a legitimate interest in processing data to:

- Contact members
- Establish our network by placing staff of members in contact with each other
- Contact suppliers and consultants
- Comply with legislative requirements
- Provide services to members such as training and conferences

SHIP believes that the data we process has a minimal impact to the privacy of the subject.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes.

The information we process on members organisation staff is:

- Name
- Work Role
- Work email address
- Work telephone number
- Work website
- Name, role and organisation when attending SHiP meetings training and conferences.

- Contact telephone number when attending SHiP conference

The information we process on Directors as required by Companies House is as above members plus:

- Place of work
- Nationality
- Date of Birth
- Residential address

The information we process on suppliers and consultants is:

- Name
- Work Role
- Work email address
- Work telephone number
- Work website

When SHiP is contacted by e.g. a prospective member, enquirer or Government civil servant or they are invited to a meeting, if supplied the information we process is:

- Name
- Work Role
- Work email address
- Work telephone number
- Work website
- Name, role and organisation when attending SHiP meetings training and conferences.

We do not process sensitive classes of information such as:

- Racial or ethnic origins
- Religious or other beliefs
- Trade union membership
- Physical or mental health details

Members are not permitted to use the website, discussion forum or mailing list to advertise or promote jobs, services or products without express permission from the Chair/Facilitator.

### **Data Subjects**

SHiP process personal information about:

- Members
- Complainants
- Enquirers
- Suppliers
- Supporters
- Professional experts

### **Information Sharing**

We sometimes need to share the personal information we process with the individual themselves and also with staff from other organisations. Where this is necessary (we undertake a legitimate interest assessment), we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of who we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Members e.g. members enquiries
- Suppliers e.g. trainers running training courses and consultants
- Complainants and enquirers e.g. Director's information
- Financial organisations e.g. accountants
- Other membership organisations or housing/support related organisations e.g. Homeless Link and Nat Fed when attending meetings or disseminating information
- Central Government e.g. MHCLG when attending meetings or disseminating information

We do not share information with

- Employment and recruitment agencies
- Debt collection and tracing agencies
- Credit reference agencies

### **Access to data**

All the SHiP electronic folders containing personal data are held by the SHiP facilitator on a password protected personal computer. Access to information held on the SHiP website administrative function where personal data is held is limited to designated directors, the facilitator and the website technician. The person with overall responsibility for the data processed by SHiP is currently Bridget Spring Chair of the Management Committee.

### **Request for access to Personal Information held**

Any data subject can access the personal information held on them by contacting [email@shiphousing.org.uk](mailto:email@shiphousing.org.uk) or visiting [www.shiphousing.org.uk](http://www.shiphousing.org.uk). We will comply with any request within 40 days.

### **Data retention and disposal**

SHiP only keeps information as long as necessary and routinely deletes personal data that is no longer necessary e.g. disposal of contact details post a training event/SHiP conference. If you believe that SHiP has your personal data and want it removed please contact [email@shiphousing.org.uk](mailto:email@shiphousing.org.uk) or visit [www.shiphousing.org.uk](http://www.shiphousing.org.uk). We will comply with any request (where we are able to) within 20 working days.

### **Breach of Data Regulations**

If there is a breach of data protection this will be reported to the Chair who will work with the Management Committee to contain and minimise the damage, risk assess the breach and take appropriate management action. Action may include notifying the individuals who may be at risk, notifying the Information Commissioner Office (where required) and/or the Police. The Chair will then ensure that any processes concerned are reviewed, along with this statement.

SHiP is a Company Limited by Guarantee.  
Company number 7880282

