Application for Housing

You can apply to both Housing Associations or apply to just one if you prefer. Please tick below:





Provanhall Housing Association Ltd

34 Conisborough Road, Easterhouse,

Glasgow G34 9QG

Email: info@provanhallha.org.uk Web: www.provanhallha.org.uk

Tel: 0141 771 4941



SCOTTISH Charity Number: SCO36997 connecting words connecting worlds	SCOLLISH CHARITY NUMBER: SCO3/762 HAPPY TO TRANSLATE				
Person	al Details				
Applicant	Joint Applicant				
Full Name:	Full Name:				
Gender:	Gender:				
Date of Birth:	Date of Birth:				
Flat Position:	Flat Position:				
Address:	Address:				
Postcode:	Postcode:				
Tel <i>Home</i> :	Tel Home:				
Tel Mobile:	Tel Mobile:				
Email:	Email:				
laint A	policant				
JOINL A	Applicant				
What is your relationship to the Joint Applicant? e.g. spou	use, partner, friend etc:				
Employm	nent Details				
Applicant	Joint Applicant				
Occupation:	Occupation:				
Employer:	Employer:				
Employer's Address:	Employer's Address:				
Voluntary Work, Training/Appl	renticeship or Further Education				
Please tick if you are involved in any:					
	r apprenticeship scheme Further education				
Please provide details:					

People who live with you (include anyone not currently living with you to be rehoused with you)							
Full Name		Date of Birth dd/mm/yy	Relationship	Current Address if different from		Please tick if this person will be	Please tick if you only have access
						moving with you	to this child
				1			
How more leading			ent nom	e and you			
How many bedrooms							
Please tick if anyone a			n is pregnan	t.			
Name of person who is							
Please tick if you or th			-				
Please tick if you or the joint applicant have left, or will soon leave, the Armed Forces.							
Please tick if you or th	е јони аррисан	t nave iert,	or will soon	leave, the Affi	ed Forces.		
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Social Support	
Do you want to move to the area to give support to, or receive support from, someone who lives within the Blairtummock or Provanhall areas? If Yes, please provide support information: Name & Address:	Yes No
Details of support given or received:	
Location Needs	
Do you want to move to be closer to your place of employment, training, education	or voluntary work?
If Yes, please provide details:	Yes No
Your new home	
Please think carefully what type of property you would accept. Your prospects for re depending on your choices. Please tick all you would accept:	
House Main door flat Ground floor 1st floor 2nd floor	
Please let us know any parts of the area or streets you would not accept. We will not housing in those areas or streets:	make you offers of
General	
Are you or the joint applicant in arrears, or have other housing debt, with your	
current or former landlord/mortgage lender?	Yes No
Has anyone who will be living in the house had any action taken against them for anti-social behaviour in the last 3 years?	Yes No
Have you or the joint applicant had a court order granted against you for recovery of possession of your house in the last 3 years?	Yes No
Has anyone who will be living in the house been convicted of a criminal offence in relation to their house, or in the locality of their house, in the last 3 years?	Yes No
Have you or the joint applicant had a tenancy, or interest in a tenancy, terminated by the landlord due to abandonment in the last 3 years?	Yes No
Have you or the joint applicant had a tenancy terminated by the landlord due to neglect or its condition in the last 3 years?	Yes No
Do you or the joint applicant own outright, or have a mortgage on, your current home or any other property?	Yes No
Does anyone who will be living in the house have any criminal convictions which are not yet spent under the Rehabilitation of Offenders Act 1974?	Yes No
Does anyone who will be living in the house require to register with the police under the Sexual Offences Act 2003?	Yes No

Why are you applying for housi	ng?
Please tick if any of the following boxes describe your reasons for applying:	
Homeless Unsatisfactory Housing Health	Support
Financial Harassment Location	Other
Please give details for ticking any of the above boxes. You can also provide a questions you have answered on this form or why you are for applying for he	
Dealamatian	
Declaration	
I/We certify that the information given in this application is a true record of I consent to Blairtummock Housing Association and Provanhall Housing Association and Provanhall Housing Association and Provanhall Housing Association be necessary, to verify the information provided in this application. I/We understand any false or misleading information, or relevant information a) The application being cancelled and removed from the Housing List b) An offer of a tenancy being immediately withdrawn c) Legal proceedings being taken for repossession of the tenancy if a tenant I/we agree to notify the Association of any change in my / our circumstance I/We give our consent to processing of personal data, including sensitive perform and fully understand the Association will process the information contains any other relevant information it obtains in connection with the application, legislation and regulations.	n being withheld, may result in: ncy has already been granted as described in this application. rsonal data, in this application ained in this application form, and
Personal Connection	
I have a personal connection with: Who is a Committee / Staff member of Blairtummock / Provanhall Housing A The nature of the connection is:	Association.
Applicant Signature	Date
Joint Applicant Signature	Date

Equal Opportunities

Please answer the following questions which we use for information purposes only. Your answers help us monitor equal opportunities and make sure no applicant is discriminated against. This page will be removed and kept separate from your application. Please note your answers will in no way influence whether or not you are offered housing by us. Your application will not be affected if you choose not to answer any of the following questions.

Please tick the box below which best describes the ethnic origin of your household:

White	Please tick 🗸
Scottish	
Other British	
Irish	
Gypsy/Traveller	
Polish	
Any Other White Background	
Mixed	
Any Mixed or Multiple Ethnic Background	
Asian, Asian Scottish or Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any Other Asian Background	
Black, Black Scottish or Black British	
Caribbean	
African	
Any Other Black Background	
Other Ethnic Background	
Arab	
Any Other Background	
Refused	
Unknown	

Disability	Yes	No
Do you consider yourself to have a disability?		



Provanhall Housing Association Equality monitoring form Information for those completing the form

Why we are asking for equality information?

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

What do we do with equality information?

We use equality information for a range of purposes, including to help us to:

- protect and promote your rights and interests
- promote equality objectives across our services
- identify and address our customers' needs, and improve our services
- identify and eliminate any form of discrimination.

Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home as only those over 16-years-old can be registered on our housing list.

Are the answers I provide anonymous?

Yes – the answers you provide are completely anonymous and will not be linked back to you in any way.

Who do we gather equality information about?

We gather equality information from:

- people who apply for a home
- tenants
- people who apply for a job with us
- our employees
- board and committee members
- Elected members (in case of local authorities).

Other formats: We can provide this document in large print or other community languages. Please get in touch with us by email to info@provanhallha.org.uk or by text to 07860035864



Age

Please tick ✓ the band for your age:	16–24	25-34	
	35–44	45–54	
	55–65	65+	
Prefer not to say ✓			

Belief or religion

Please tick ✓ the box which best describes your belief or religion from the list below?

Buddhism:					
Christianity					
Catholic:		Protestant:		Other:	
Hinduism:					
Islam:					
Judaism:					
Sikhism:					
Other religion (please s	tate what this is):			
No specific bel	ief in reli	gion (for example, atheisn	n or agno	osticism):	
Other belief (for example, humanism):					
Prefer not to sa	ау				

Disability

Are you a disabled person?	Yes	No	

If yes, please tick ✓ the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	
Learning difficulties: (for example, Down's Syndrome)	
Mental health issue: (for example, depression, bi-polar)	
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia,	
dyspraxia)	
Physical impairment: (for example, wheelchair-user, cerebral palsy)	
Sensory impairment: (hearing impairment)	
Sensory impairment: (visual impairment)	
Other: If none of the categories above apply to you, please specify the	
nature of your impairment.	
Prefer not to say	

Please tick ✓ all that apply

Are you a Tenant?	Yes	No	
Are you a member of Staff?	Yes	No	
Are you a Management Committee Member?	Yes	No	



Ethnicity

Please tick ✓ the box that best describes your particular group.

African

African, African Scottish or African British:	
Other African background (please specify):	

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	
Indian, Indian Scottish or Indian British:	
Pakistani, Pakistani Scottish or Pakistani British:	
Chinese, Chinese Scottish or Chinese British:	
Other Asian background (please specify):	

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

Mixed groups

Mixed or multiple ethnic group (please	
specify)	

White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other British	

Other group:	Yes	No	
Please specify your ethnic group			

Prefer not to say:	
r refer not to say.	

Marriage and civil partnership

Are you presently in a civil partnership?	Yes		No	
Are you presently married?	Yes		No	
Prefer not to say				



Pregnancy and maternity

Are you pregnant?	Yes		No	
Have you taken maternity or paternity leave in the past	Yes		No	
year?				
Prefer not to say				

Please use the space below to advis	e us if you	have any	particul	lar requi	remen	ts.
<u> </u>						
Please tick here if you want to discu	ise this mat	ter in cor	fidence			
Thease tick fiere if you want to disce	133 till3 illat	ici ili coi	macmac	•		
Sex						
What is your sex?	Female	N	//ale	Int	ersex	
Prefer not to say						
Trainer marker cary						
Please use the space below to advis	se us if you	have anv	narticul	lar requi	remen	ts
Product and opace select to dutie	o do ii you	navo any	partiou	iai roqui	10111011	
Please tick here if you want to discu	uss this mat	ter in cor	nfidence	:		
Gender re-assignment (trans/trans	saender)					
Control to doorgiment (aranora and	, genden,					
Do you consider yourself to be a tra	ns person?	1	Yes		No	
Prefer not to say	ine percent					
1 Telef flot to say						
Please use the space below to advis	o us if you	hava anv	narticul	lar roqui	romon	to
riease use the space below to advis	e us ii you	ilave ally	particu	ıaı requi	remen	15.
Please tick here if you want to discu	uss this mat	ter in cor	nfidence	:		



Sexual orientation

What is your sexual orientation?	
Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/gay woman	
Other	
Prefer not to say	
Please use the space below to advise us if you have any particular requirem	nents.
Please tick here if you want to discuss this matter in confidence:	
General	
Please mark this box if there are any issues that you want to discuss with us in confidence	
If you have ticked that you want to discuss something with us in conficuote your contact details here:	dence, please

Please return your completed form to

34 Conisborough Road, Easterhouse Glasgow G34 9QG



If you have any questions about this form, please get in touch with us by calling

0141 771 4941 or by email to info@provanhallha.org.uk

Provanhall Housing Association Limited is a company registered in Scotland under the Companies Acts, Company Number: SCO37762, Registered Office: 34 Conisborough Road, Easterhouse, Glasgow, G34 9QG.

It is registered as a Property Factor Id: PF000389. Registered Housing Association No. HHC 242 Scottish Charity No SC037762. Financial Conduct Authority No 2401RS.









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How to Apply for a Home

Who can apply?

Provanhall Housing Association maintains an open housing list. This means you or anyone aged 16 years or over can apply to us for housing.

How to apply?

To make things easier for you we now have a joint Application for Housing form with Blairtummock Housing Association. This means you can apply to one or both Associations by filling out just one form. You can apply in the following ways:

Online

Apply <u>online</u> by filling out our Application for Housing. This is the quickest and simplest way for you to apply.

Download Application

Download and print out our Application for Housing. Once you have filled it out please post back or return to our office. You can download the application from our websites www.provanhallha.org.uk or www.blairtummock.org.uk

In Person

You can fill out an Application for Housing in our office. Our staff will be able to assist you if you need any help to complete the application.

Request Application

You can also request an Application for Housing be posted to you by phone, text, email, via our website or in writing.

GDPR Fair Processing Notice & Privacy Policy

Please read our GDPR Fair Processing Notice which explains how we deal with your personal information Fair Processing Notice Please also refer to our Privacy Policy for more information Privacy Policy

Equality Information

Please help us to plan and deliver better and effective services and to meet our legal and regulatory obligations by completing and returning the following voluntary equalities information which will be anonymous: SHR Equalities Form.

What happens next?

We will write to you within 10 working days of receiving your application. This letter will tell you how we have assessed your application. We tell you more details about this below.

How do we assess your application for housing?

Applications are assessed under our Allocations Policy. Our policy follows the principals of the Housing (Scotland) Act 2001 to ensure reasonable preference for housing is given to persons who:

- Are homeless or threatened with homelessness
- Are living under unsatisfactory housing conditions
- Are occupying overcrowded houses
- Are living in sub-standard accommodation

Applicant Groups: your application will be placed into 1 of the following 4 groups depending on your housing need and other factors:

- Homeless & Serious Housing Need
- Balanced Community
- Social, Support & Location
- General Housing Needs

Waiting Time: your application will be based on waiting time. This simply means the applicant who has waited the longest on each group will be the first to receive an offer of rehousing.

When will I get an offer of rehousing?

Demand for our homes is far larger than the number of empty homes that become available to offer you and other applicants. Unfortunately this means we are unable to meet the needs, demands and aspirations of the majority of applicants on our housing list.

However the benefit to you and other applicants of our waiting time policy is that noone who applies after you in your group will be made an offer of rehousing before you.

How will I get an offer of rehousing?

Applicants with the longest waiting time in 1 of the 4 groups will be offered a suitable empty home first. When you are at the top, or near the top, of your group staff from the Association will visit you at home to make sure we have all your up to date information. For example, proof of residency and employment.

Tenancy checks will also be carried out with any current or previous landlord before we make you an offer of rehousing.

What other housing options do I have?

We can give you advice on other housing options that may be available, or even more suitable, to your needs and circumstances. These options may include:

- disabled adaptations
- mutual exchange with another tenant (either locally or across the UK)
- applying for an internal transfer
- applying to other social landlords
- applying for specialist housing (older people, disability or particular needs)
- accessing the private rented sector
- low cost home ownerships schemes

Homeless? About to become homeless?

If you require homelessness advice and assistance, during office hours, then you should contact Health and Social Care Connect on 0141 287 0555. You can also request homelessness assistance on-line at www.glasgow.gov.uk/homelessness

If you require assistance after 4.45pm Monday to Thursday or 3.55pm on a Friday or weekends and public holidays, then please contact the Emergency Out of Hours Homelessness Service on 0800 838 502.

You can also visit the Glasgow City Council Homelessness Page at: www.yoursupportglasgow.org/glasgow-homepage/pages/housing-options-and-homelessness/homelessness-support-and-advice/

GDPR Fair Processing Notice



How we use your personal information

At Provanhall Housing Association we hold information about you and the people who live with you. A forthcoming change to the law requires us to give you more detail about what information we hold about you.

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Provanhall Housing Association, a Scottish Charity (Scottish Charity Number SCO37762), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 204 and having their Registered Office at 34 Conisborough Road, Glasgow, G34 9QG. We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 1998 and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z212380X and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Alan Hume.

Any questions relating to this notice and our privacy practices should be sent to:

info@provanhallha.org.uk

How we collect information from you and what information we collect

We collect information about you:

- When you apply for housing with us, become a tenant, request services/ repairs, enter in to a factoring agreement with ourselves howsoever arising or otherwise provide us with your personal details.
- When you apply to become a member.
- From your use of our online services, whether to report any tenancy/ factor related issues, apply for housing, general enquiry, make a complaint or otherwise.

 From your arrangements to make payment to us (such as bank details, payment card numbers, employment details, benefit entitlement and any other income and expenditure related information).

We collect the following information about you:

- Name.
- · Name of joint tenant.
- Name and dates of birth of household members.
- Address
- Telephone number.
- E-mail address.
- National Insurance Number.
- Next of Kin.
- Employment details.
- Date of birth.
- Equalities data.
- Criminal convictions.

We may also receive the following information from third parties:

- Benefits information, including awards of Housing Benefit/ Universal Credit.
- Payments made by you to us.
- Complaints or other communications regarding behaviour or other alleged breaches of the terms of your contract with us, including information obtained from Police Scotland.
- Reports as to the conduct or condition of your tenancy, including references from previous tenancies, and complaints of anti-social behaviour.
- Elected members enquiries.

It is important that the personal information that we hold about you is accurate and current. We will take steps to try to ensure that it is kept up to date, but we would ask you to keep us informed of any changes. All you need do is tell your Housing Officer of any changes.

Why we need this information about you and how it will be used

The main reason that we hold information about you is to help us provide you with the services that your Tenancy Agreement requires us to provide.

We also use it to make sure that we both do what the Tenancy Agreement requires of us i.e.:

- To provide you with services as the landlord of your property.
- To manage and administer your tenancy; including processing your rent payment, carrying out repairs to your property, completing safety checks and other periodic maintenance inspections to your property, dealing with any complaints that involve you, managing and recovering rent arrears, and managing and recovering rechargeable repairs.
- To communicate with you e.g. sending you letters, Newsletters, our Annual Report etc.
- To help facilitate the adaptation of your property (where it is required on health grounds).
- To enable us to supply you with the services and information which you have requested.
- To analyse the information we collect so that we can administer, support and improve and develop our business and the services we offer.
- To contact you in order to send you details of any changes to our or supplies which may affect you.
- To help in the completion of resident surveys (the outcome results of which we use in the review of our services).
- In the compilation of anonymous statistical returns/reports which are submitted to our Management Committee and/or the Scottish Housing Regulator.

Sharing of your Information

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

 If we enter into a joint venture with or merged with another business entity, your information may be disclosed to our new business partners or owners.

- If we instruct repair or maintenance works, your information may be disclosed to any contractor.
- If we are investigating a complaint, information may be disclosed to Police Scotland, Local Authority departments, Scottish Fire & Rescue Service and others involved in any complaint, whether investigating the complaint or otherwise.
- If we are updating tenancy details, your information may be disclosed to third parties (such as utility companies and Local Authority).
- If we are investigating payments made or otherwise, your information may be disclosed to payment processors, Local Authority and the Department of Work & Pensions.
- If we are conducting a survey of our products and/ or service, your information may be disclosed to third parties assisting in the compilation and analysis of the survey results.
- When we obtain legal advice about a situation involving a tenant, or a member of their household, or when we instruct legal action against a tenant, or a member of their household, we will disclose to our solicitor only personal information (and/or sensitive personal information) about that tenant and their household that is relevant to the situation.
- Police Scotland. In the event of suspected criminality, we will follow processes to provide personal information to the police.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent. We don't share your information with the firms that maintain our computer systems, but they may come across your personal information when they are in doing work to our computer systems. These firms aren't allowed to use your data.

Your information will only be stored within the UK and EEA.

Security

When you give us information, we take steps to make sure that your personal information is kept secure and safe.

Please see our privacy policy and associated password policy on our Website at: www.provanhallha.org.uk/documentlibrary/gdpr/privacypolicy.

Copies are also available from our office.

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.

Our full retention schedule is available on our website at: www.provanhallha.org.uk/document library/gdpr/retentionperiods, or upon request at our office. At the end of the retention period your information will be destroyed if it is no longer required for the reasons it was obtained.

Your Rights

Under certain circumstances, the law gives you the right to:

- Request a copy of your personal information and to check that we are holding and using it in accordance with legal requirements.
- Request a correction of any incomplete or inaccurate personal information that we hold about you.
- Request deletion of your personal information where there is no good reason for us continuing to hold and use it. You also have the right to ask us to do this where you object to us holding and using your personal information.
- Object to receiving any marketing communications from us.
- Request the suspension of the use of your personal information.
- The transfer of your personal information to another organisation.
- You can also object to us holding and using your personal information where our legal basis is a legitimate interest (either our legitimate interests or those of a third party).

Withdrawal of Consent

You and the other members of your household have the right to withdraw your consent to us holding and using your, and/or their personal information by contacting us.

Once you/they have withdrawn your/their consent, we will no longer use your/their personal information for the purpose(s) set out earlier in this statement unless we have another legal basis for doing so.

If you would like to exercise any of your rights above please contact us at **info@provanhallha.org.uk** or call **0141 771 4941**.

Fees

When you make a request, we may ask you for specific information to help us confirm your identity for security reasons.

You will not need to pay a fee, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

Right to Complain

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The Information Commissioner's contact details are noted below:

The Information Commissioner's Office - Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0131 244 9001

Email: Scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.



Provanhall Housing Association Limited

34 Conisborough Road Glasgow G34 9QG telephone 0141 771 4941 fax 0141 771 5959 email info@provanhallha.org.uk text 07860 035 864

The Association is registered with the FSA 2401 RS and The Scottish Housing Regulator HHC242. Charity Number: SC037762. Property Factor Registration Number: PF000389

www.provanhallha.org.uk



Dostępne usługi tłumaczeniowe. Proszę pytać w recepcji.