



CUNNINGHAME
HOUSING ASSOCIATION

*Making Our Communities Better Places
More than just a landlord*

SHARE MEMBERSHIP APPLICATIONS



Membership Application

Cunningham Housing Association is a Registered Social Landlord with charitable status. It is a not for profit organisation whose shareholders are the members of the Association.

The Association's Board of Management considers applications for membership. The Association through its Share Membership policy seeks to encourage a balance of representation from tenants, residents and other interested parties.

We expect that the vast majority of applicants will live in CHA's areas of operation (North and East Ayrshire and Dumfries & Galloway), however we will consider applicants from people living outside these areas if the applicant's membership supports the aims and objectives of CHA.

All application forms should be sent with **£1.00** to:

**The Secretary
Cunninghame Housing Association Ltd
Quayside Offices
Marina Quay
Dock Road
Ardrossan
KA22 8DA**

Applications for membership will be considered at the Association's next Board of Management meeting or as soon as reasonably practicable thereafter. Membership applications will not be considered within the period of 14 days before the date of a general meeting.

If your application is approved, you will become a member with immediate effect. Your name will be entered in the Register of Members and your Membership Certificate along with a copy of the Association's Rules and a welcome pack will be issued to you shortly thereafter. Your £1.00 fee will be refunded if your application is not approved along with the reason for refusal.

Membership entitles you to vote at annual or special general meetings of the Association, for example on the election of the Board of Management and on any other matters set out in the Association's Rules. Once you become a member, you are also eligible to stand for election to the Board of Management.

Share Membership Application Form

This form should be completed by anyone who is interested in becoming a share member of Cunninghame Housing Association.

Name:	
Address:	
Date of Birth:	
Telephone No:	
Mobile No:	
Email:	

1. Please tell us why you wish to become a member of the Association?

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2. Please tick the box which applies to you:

Tenant of Cunninghame Housing Association	<input type="checkbox"/>
Other customer (service user of the Association)	<input type="checkbox"/>
Other individual who supports the aims and objectives of CHA	<input type="checkbox"/>
Organisation who is sympathetic to the objectives of CHA	<input type="checkbox"/>

3. How did you hear about becoming a Share Member?

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Signature _____ **Date** _____

*Please return completed form to Cunninghame Housing Association Ltd,
Quayside Offices, Marina Quay, Dock Road, Ardrossan, KA22 8DA*

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.

How do we process your equality information?

We process equality information strictly in line with data protection law, including by:

- processing your equality data confidentially
- restricting access only to relevant staff members
- retaining equality information only as long as necessary
- sharing data only as lawfully permitted
- destroying data securely.

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 alternative formats if required.

Name

Age

Please tick the band for your age:	16–24	<input type="checkbox"/>	25–34	<input type="checkbox"/>
	35–44	<input type="checkbox"/>	45–54	<input type="checkbox"/>
	55–65	<input type="checkbox"/>	65+	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>			

Belief or religion

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

Buddhism:	<input type="checkbox"/>				
Christianity	<input type="checkbox"/>				
Catholic:	<input type="checkbox"/>	Protestant:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Hinduism:	<input type="checkbox"/>				
Islam:	<input type="checkbox"/>				
Judaism:	<input type="checkbox"/>				
Sikhism:	<input type="checkbox"/>				
Other religion (please state what this is):	<input type="checkbox"/>				
No specific belief in religion (for example, atheism or agnosticism):	<input type="checkbox"/>				
Other belief (for example, humanism):	<input type="checkbox"/>				
Prefer not to say	<input type="checkbox"/>				

Disability

Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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)	<input type="checkbox"/>
Learning difficulties: (for example, Down's Syndrome)	<input type="checkbox"/>
Mental health issue: (for example, depression, bi-polar)	<input type="checkbox"/>
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	<input type="checkbox"/>
Physical impairment: (for example, wheelchair-user, cerebral palsy)	<input type="checkbox"/>
Sensory impairment: (hearing impairment)	<input type="checkbox"/>
Sensory impairment: (visual impairment)	<input type="checkbox"/>
Other: If none of the categories above apply to you, please specify the nature of your impairment.	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Ethnicity

Please tick the box that best describes your particular group.

African

African, African Scottish or African British:	<input type="checkbox"/>
Other African background (please specify):	<input type="checkbox"/>

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	<input type="checkbox"/>
Indian, Indian Scottish or Indian British:	<input type="checkbox"/>
Pakistani, Pakistani Scottish or Pakistani British:	<input type="checkbox"/>
Chinese, Chinese Scottish or Chinese British:	<input type="checkbox"/>
Other Asian background (please specify):	<input type="checkbox"/>

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	<input type="checkbox"/>
Black, Black Scottish or Black British	<input type="checkbox"/>
Other Caribbean or Black background (please specify)	<input type="checkbox"/>

Mixed groups

Mixed or multiple ethnic group (please specify)	<input type="checkbox"/>
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White

English	<input type="checkbox"/>
Gypsy Traveller	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Polish	<input type="checkbox"/>
Roma	<input type="checkbox"/>
Scottish	<input type="checkbox"/>
Welsh	<input type="checkbox"/>
Other British	<input type="checkbox"/>

Other group:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please specify your ethnic group	<input type="checkbox"/>			
Prefer not to say:	<input type="checkbox"/>			

Gender

What is your sex?	Female	<input type="checkbox"/>	Non-Binary	<input type="checkbox"/>	Intersex	<input type="checkbox"/>
	Male	<input type="checkbox"/>	Gender Reassignment	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Privacy Notice

Shareholding Members and Board Members

Introduction

Cunninghame Housing Association Limited will be a "controller" of the personal information that you provide to us when you apply for and/or become a member or board member of Cunninghame, unless otherwise stated in this privacy notice. In this notice, any reference to "Cunninghame" includes Cunninghame Housing Association Limited and our subsidiary company, Cunninghame Furniture Recycling Company.

If any changes are made to this notice in the future, we will notify you.

Data Controller

Cunninghame Housing Association Limited
Quayside Offices, Marina Quay
Dock Road, Ardrossan
KA22 8DA

Both Cunninghame Housing Association Limited and Cunninghame Furniture Recycling Company are registered as data controllers with the Information Commissioner and are Scottish charities.

Data Protection Officers

Joanna Thomson
Telephone: 01294 606040
Email: DP@chaltd.org

What information do we collect?

When you apply to and become a member or board member of Cunninghame, we collect and process the following information:

- Your name, address, email address, date of birth, next of kin details, signature and telephone number(s);
- Equality information relating to your gender, age, ethnicity and health information;
- Your occupation, employment history, qualifications, skills and training undertaken;
- Your connection to Cunninghame and eligibility to become a member or board member;
- Information relating to your attendance and participation in meetings;
- Information relating to any declaration of your interests, such as connected persons, entitlements, payments and benefits;
- Bank account details in relation to payments for expenses;
- In some circumstances, we will ask for your photograph.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you.

We may receive information about you from third parties where complaints are made or when membership fees are paid.

The information is used:

Reviewed May 2024

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- to comply with the rules which form our constitution, particularly in relation to processing your application for membership;
 - to maintain a register of members and board members;
 - to hold meetings, including issuing notices and arranging votes;
 - to make reasonable adjustments in terms of the Equality Act 2010 where that is necessary;
 - to meet our regulatory requirements;
 - to produce anonymised statistical reports on the makeup of Cunninghame's membership and to monitor membership representatives;
 - to enable us to respond to your requests and complaints; and
 - to contact you in relation to your role; and
 - to promote the activities and services provided by Cunninghame by using your photograph on our website and in other promotional materials

Information sharing

We may need to share your personal information with statutory or regulatory authorities and organisations such as the Scottish Housing Regulator, the Financial Conduct Authority and the Office of the Scottish Charity Regulator for the purposes of complying with statutory reporting requirements and evidencing the composition of our membership and board. These organisations will become controllers of your personal information upon receipt in most cases and you should refer to their privacy notices / policies for further details on how they will use your personal information.

We may also need to share information with the Information Commissioner, the Scottish Information Commissioner or the Scottish Public Services Ombudsman if a case you are involved in is referred to them.

We may share personal information with our professional and legal advisors for the purposes of taking advice, as well as our auditors where required. In the event that we do share personal information with external third parties, we will only share such personal information as is strictly required for the specific purposes and we will take reasonable steps to ensure that recipients only process the disclosed personal information for those purposes.

Under data protection legislation, the lawful bases we rely on for processing this information are:

We have a contractual obligation

When you become a member or board member of Cunninghame we may need to process your personal information in order to comply with our rules (which form our constitution). Such processing includes, for example, payment of expenses to board members and processing membership applications.

Legal obligations

We are under a legal obligation to process certain personal information relating to our members and board members for the purposes of complying with our obligations under:

- the Co-Operative and Community Benefit Societies Act 2014 and Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members and board members, which includes our members' and board members' name, address, the date they were

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- admitted to membership and the date on which they ceased to be our member or board member, and to hold general meetings, including issuing notices and voting arrangements;
 - the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary; and
 - the Housing (Scotland) Act 2010, which requires us to report certain statistical data on our board members to the Scottish Housing Regulator.

Legitimate interests

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

- issue communications to keep you informed about Cunninghame;
- produce anonymised statistical reports on the makeup of Cunninghame's membership and to monitor membership representatives;
- calculate meeting attendance, record training and events attendance, record the minutes of meetings;
- improve our services and monitor the performance of our customer service team, by recording our incoming and outgoing telephone calls; and
- promote the activities and services provided by Cunninghame by using your photograph on our website and in other promotional materials.

Where we process your 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 contact us using the details set out above.

How we store your personal information

Your information is securely stored in an electronic filing system and also in secure locked cabinets and will not be transferred out of the UK.

How long we keep your information

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements. We will keep your information in line with our Retention policy and schedule, which can be found online using the links below, and will destroy or anonymise it when it is no longer required for the reasons it was obtained.

[*Record-Retention-Schedule-HM-Revised-13.04.2022-004.xlsx \(live.com\)*](#)

[*Data-Retention-Policy-4.docx \(live.com\)*](#)

Your Rights

As a data subject, you have a number of rights, as follows:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

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- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
 - Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
 - Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not usually required to pay any charge for exercising your rights. However, we may charge a reasonable fee if your request for access is clearly manifestly unfounded or manifestly excessive. Alternatively, we may refuse to comply with the request in such circumstances. If you make a request, we have one month to respond to you.

If you would like to exercise any of the above rights, please contact our Data Protection Officer as detailed previously.

If you believe that we have not complied with your data protection rights, you can complain to us or to the Information Commissioner.

The Information Commissioner's Office – Scotland
Queen Elizabeth House, Sibbald Walk, Edinburgh, EH8 8FT
Telephone: 0303 123 1115, Email: Scotland@ico.org.uk