



Supplemental Privacy Notice for Board Members

Who are we?

East Midlands Housing Group Limited (“emh Group”) is a registered co-operative and community benefit society (registration number 30476R). It operates as a non-asset-owning parent company with two ring-fenced divisions:

emh Housing and Regeneration Limited (trading as “emh homes”), regulated by the Regulator of Social Housing (registration number 4775), and emh Care & Support Limited, regulated by the Care Quality Commission. Midlands Rural Housing & Village Development Association Limited and Sharpes Garden Services Limited are also subsidiaries of emh Group.

This notice applies to board members of any entity within the emh Group.

This notice supplements the Privacy Notice for Workforce and Job Applicants and should be read alongside it.

What is the purpose of this notice?

This notice explains how we collect, use and protect your personal information throughout your appointment as a board member.

It sets out:

- what information we collect
- why we use it
- the lawful basis for doing so
- how long we keep it
- your rights under UK data protection law

What information do we collect about you?

We collect information necessary to manage your appointment as a Non-Executive Director and to meet our legal and regulatory obligations.

Information required for statutory registers and regulatory reporting



As required by the Companies Act 2006, we record the following in the Register of Directors:

- your name and any former business names
- your business occupation
- your contact details (including home address, phone number and email address)
- the part of the UK where you are usually resident
- your date of birth
- your nationality

A service address is used for the public record, not your residential address.

Information required to manage your appointment

We also retain:

- details of other Non-Executive positions you hold
- details of potential or actual conflicts of interest
- your Deed of Agreement for Services
- your Fit and Proper Persons form
- your Skills Audit

How we use your personal information

We use your information to:

- notify regulators of your appointment
- maintain statutory registers
- manage your appointment and involvement with emh
- meet legal and governance obligations

Our lawful bases for processing

We rely on the following lawful bases under the UK GDPR:

Contract

To manage your appointment and fulfil the terms of your Deed of Agreement.

Legal obligation

To comply with the Companies Act 2006, regulatory reporting requirements and statutory register obligations.

Legitimate interests

To operate effective governance, maintain accurate records and ensure regulatory compliance.

Employment & social protection law (Article 9)



Where processing relates to Fit and Proper Persons requirements, conflicts of interest, or regulatory suitability assessments.

How your information is collected

We collect information:

- directly from you
- from regulatory or governance documentation you complete
- from internal emh systems
- from publicly available sources where required for due diligence

When we share your information

We share your information only where necessary and lawful, including with:

- regulators (e.g., Regulator of Social Housing, Care Quality Commission)
- Companies House (for statutory registers)
- internal governance teams
- legal advisers or insurers where required

We do not sell or rent your information.

How we keep your information secure

We apply technical and organisational measures to protect your information from loss, misuse or unauthorised access. Access is restricted to staff who need it to perform their roles.

How long we keep your information

We keep your information only for as long as necessary to fulfil the purposes described above and to meet legal, accounting and reporting requirements. Some examples of retention include:

Personal Data	Retention Period
Conflicts of interest records	Duration of appointment + 6 years
Fit and Proper Persons documentation	Duration of appointment + 6 years
Skills Audit	Duration of appointment + 6 years
Deed of Agreement for Services	Duration of appointment + 6 years

Your rights

You have the following rights under UK data protection law:

- Right of access – to request copies of your personal information
- Right to rectification – to correct inaccurate or incomplete information



- Right to erasure – in certain circumstances
- Right to restrict processing – in certain circumstances
- Right to object – to certain types of processing
- Right to data portability – where applicable
- Right to withdraw consent – where consent is the lawful basis (rare for board-related processing)

Complaints

We take complaints about the use of personal information seriously. You can contact us using the details below.

You also have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

How to contact us

Email: dataprotection@emh.co.uk

Post: Governance, Risk & Assurance Team, Memorial House, Stenson Road, Coalville, Leicestershire, LE67 4JP

Telephone: 01530 276000

We have appointed a Data Protection Officer who can be contacted using the details above.

Privacy Notice updates

We review this notice regularly and may update it at any time. We encourage you to check it periodically.