



**Scottish Police**  
CREDIT UNION Limited

Serving The Police Family

## Privacy Notice

### Virtual remote access meetings

The registered rules of Scottish Police Credit Union and The Corporate Insolvency & Governance Act 2020 provides for Scottish Police Credit Union to hold a virtual general meeting where necessary and provides for the meeting:

- not be held at any particular place;
- the meeting to be held and any votes to be permitted to be cast, by electronic means or any other means;
- without any number of those participating in the meeting being together at the same place.

### Processing activity

We use Microsoft Teams conferencing technology for remote attendance at meetings of staff, directors and members where they are able to hear and where practicable see and be similarly heard or where practicable be seen by:

- a) other invited attendees including but not limited to the Credit Union's internal & external auditors, regulators and suppliers whether attending in person or in remote attendance; and
- b) any members of the Credit Union who are attending remotely to exercise a right to vote at a meeting in accordance with the registered rules and procedures of the Credit Union;

### Information requirements

Our processing activities may include:

- full name and names of those on whose behalf you may be speaking
- email address
- job title
- images

### Lawful bases

Our lawful basis for processing your personal information to provide an Annual General Meeting and access to it will be as follows:

## Legal Obligation

Our Legal Obligation under our Registered Rulebook to provide an Annual General Meeting.

## Consent

You consent by registering an interest in attending and thereafter upon receiving an invitation and subsequently joining a virtual Annual General Meeting of Scottish Police Credit Union.

The personal data Microsoft Teams collect from you may include your:

- name
- IP address

Find out about [privacy at Microsoft](#)

This is needed to allow video conferencing to function properly. The legal basis for collecting this data is consent.

Microsoft Teams will record and collect meeting activity (such as joining or leaving), including activity related to third-party integrations, together with the date, time, person engaged in the activity, and other participants in the meeting with the date, time, duration, and quality ratings that you provide.

It will also route audio and video call content and screen sharing content between call participants, but will not retain or store the content. Data is not retained beyond the session joined.

## Data sharing

Minutes and details of decisions are published on our website once available. If you have asked a question, or participated in a discussion, some information about you may be included in our minutes. Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies.

We may share your data if we are required to do so by law - for example, by court order, or to prevent fraud or other crime. We rely on a number of exemptions, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018.

## Retention period

We will keep your information for as long as it is required in order to comply with legal and regulatory requirements. All information will be held securely and disposed of confidentially.

## Changes to this Privacy Notice

We review this Privacy Notice regularly and will place updates on our website.

## The data controller and their contact details

We are the data controller, and if you have any concerns about how your personal data is handled you can contact us by:

- email [info@scottishpolicecu.co.uk](mailto:info@scottishpolicecu.co.uk)
- phone 0141 771 1314

- write to Scottish Police Credit Union Ltd, 165 Baillieston Road, Glasgow, G32 0TN

## Your rights about your data

You have the right to request access to information about you that we hold.

If you wish to exercise your rights regarding your personal information, have any questions about our privacy policy or if you are unhappy with how we have used your personal information, please contact us on the details above Glasgow, G32 0TN.

You also have the right to complain to the Information Commissioner's Office (ICO). You can find out how to complain on their website at <https://ico.org.uk/>.