Mould and Dampness Policy

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Values, Our Strategic Objectives

Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

Executive Summary

Policy Author

The Director Of Maintenance Services holds the responsibility for developing this policy.

Purpose of the Policy

The purpose of this policy is to is to ensure that the Association meets its legal and Regulatory obligations in delivering an effective and Efficient Responsive Repairs service relating to Mould and dampness situations to maintain a dry and warm property for our tenants and residents

The effects of dampness, mould, and excessive cold can cause a number of severe health effects including respiratory issues, mental health issues and other physical health issues.

This policy is important in ensuring the health and safety of employees, tenants, residents of Elderpark Housing properties and those who live in the immediate area, work in, or visit their homes and office premises. As a landlord Elderpark Housing has a responsibility to ensure the safety health and wellbeing of its tenants.

This policy sets out how Elderpark Housing will fulfil these requirements for effectively minimising mould and dampness within our properties and effectively managing reported cases.

Policy Scope

This policy applies to all domestic properties, communal parts of domestic properties, leased properties to other agencies and temporary accommodation. our aim is to provide homes that are safe, warm, and dry and this policy therefore extends to managing condensation, structural issues, penetrating damp, rising damp, leaks, excessive moisture and excessive cold.

This policy extends to proactively manage the potential risks and promptly diagnose and prevent issues which may arise and cause damp and mould in our properties.

This Policy applies to all Elderpark staff, its customers, owners, contractors and the Management Committee members.

This policy applies to all interactions we have with customers to enable a prompt response and efficient resolution, this includes general awareness of staff and customers, tenants contacting us to report issues, our ability to triage and prioritise cases, the technical ability to diagnose the route cause/s and apply remediation or control measures, follow up conversations and visits, keeping accurate records of all cases, and dealing with complaints efficiently.

Aims and Objectives of the Policy

The Association aims to ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.

The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to managing mould and dampness and to provide staff with the appropriate processes, guidance, and knowledge to ensure all our properties are well maintained and free of damp and mould that could risk the health and safety of our tenants residing in homes owned by the association. It therefore aims to keep the general public, tenants, and employees aware of the risks associated with mould and dampness and as far as reasonably practical, ensure they are safe from danger.

Regulatory and Legislative Compliance

SHR Regulatory Standards

As a Registered Social Landlord (RSL) the Association must also comply with the Scottish Housing Regulator's (SHR) Regulatory Framework, including the seven Standards of Governance and Financial Management and the Scottish Social Housing Charter.

Relevant to this policy from the Framework and Standard of Governance and financial Management are:

Regulatory Standard 1 (RS1) – '*The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.

Regulatory Standard 3 (RS3) – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'*.

Regulatory Standard 5 (RS5) – *'The RSL conducts its affairs with honesty and integrity'*.

Key Applicable Legislation:

- The Scottish Housing Regulator Performance Standards.
- The Scottish Housing Quality Standards / EESH (Energy Efficiency Standard for Social Housing)
- The Scottish Social Housing Charter
- Housing (Scotland) Act 1987
- Housing (Scotland) Act 2001
- Housing (Scotland) Act 2006
- Housing (Scotland) Act 2010
- Housing (Scotland) Act 2014
- Disability Discrimination Act 2005
- The Equality Act 2010

- The Environmental Health Protection Act 1990
- Property Factors (Scotland) Act 2004
- Tenements Scotland Act 2004
- Right To Repair (2001)

Further detailed regulations, standards and guidance can be located in the supporting Mould and Dampness Management plan.

Equalities

An Equalities Impact Assessment has been carried out and attached to this Policy as Appendix 1. No Equalities issues have been identified as the Policy relates to the service delivery mechanisms to investigate, instruct remedial works, record and monitor mould and dampness situations within tenants' homes and residents' common areas. The tasks required to ensure continuity of tenancy and to be complaint with legislation will be applied equally to all properties resulting in no positive or negative impact upon the protected characteristic groups.

Privacy

Record keeping for the purposes of this policy will relate to the tenant (s) personal details who reside in the associations stock. This will include contactors having access to tenant's personal details for the purpose of visiting properties and a data sharing agreement being in place. All data will be held in line with GDPR requirements. This Policy is written to be open and transparent in line with FOISA. A GDPR Impact Assessment has been carried out and attached to this Policy as Appendix 2.

Related Policies

Policy Title	Location
Asset Management Strategy	Under review
Health & Safety Policy	Health & Safety Policy Statement
Risk Management Strategy	Risk Management Policy
Reactive Repairs Policy	Reactive Repairs
Decant Policy	Decant & Home Loss Disturbance Policy
Allocations Policy	Allocations Policy
Data Protection Policy	Data Protection Policy
Equality & Diversity Policy	Equality, Diversity and Inclusion Policy
Complaints Handling Procedure	

	Complaints Handling Policy and Procedure
Factoring Policy	Factoring Policy
Freedom of Information	FOI and EI Policy

Contents

1. Introduction 7
2. Purpose of the Policy 7
3. Policy Scope 8
4. Legal and Regulatory Framework 8
   Regulatory Framework 8
   Legal Framework 10
5. Aims and Objectives of this policy 11
6. Roles and Responsibilities 11
7. Mould and Dampness Arrangements 13
8. Training and Awareness 14
9. Implementation of the Policy 14
11. Complaints and Appeals About the Policy 15
12. Review 16

Appendix 1 - Equality Impact Assessment 17
Appendix 2 - GDPR Impact Assessment 19

1. Introduction

1.1 Elderpark Housing recognises the importance that tenants and residents place on having a high-quality property management service from their landlord/factor that is responsive to their needs where the tenant/resident reports dampness, mould or condensation issues within their home or common areas.

1.2 The Scottish Housing Regulator issued a letter in December 2022, to all Scottish Landlords to consider what systems they have in place to be proactive in ensuring tenants homes are not severely affected by mould and dampness and that they have appropriate, proactive systems to identify and deal with any reported cases of mould and damp situations timeously and effectively.

1.3 Elderpark Has developed this policy and the supporting management plan to ensure all applicable legislation is recognised, to outline our statutory duties as an employer and landlord and set out the management arrangements we have in place to deal with mould and dampness in all properties owned and managed by Elderpark.

2. Purpose of the Policy

2.1 The purpose of this policy, which is supported in more detail by the mould and dampness management plan and the reactive repairs policy, is to:

- Recognise and outline the risks to lives and property associated with the effects of mould and dampness within our properties.
- Identify all applicable legislation relating to Elderpark Housing in terms of responsibilities as a social landlord and employer in relation to managing mould and dampness cases within properties
- Determine the scope of how the policy will apply to Elderpark Housing and how the legislation applies
- Outline the roles, responsibilities and management arrangements we will have in place to manage mould and dampness cases effectively
- Outline how we will implement the policy and how we will assure ourselves that we comply with the legislation and the policy and how we will remain compliant
- Identify specific roles and responsibilities for policy implementation and the framework to manage mould and dampness arrangements
- Ensure that our arrangements for managing mould and dampness are clear and understood by all employees
- Ensure that we are fair, equitable and non-discriminatory
- Ensure that we can be flexible and adaptable to changing needs and changing guidance

3. Policy Scope

3.1 This policy applies to all properties owned and managed by Elderpark, this includes communal parts of domestic buildings, leased properties to other agencies, temporary accommodation and our offices and places of work. Where we are not the freeholder of any properties, which are within our control, the responsibility for mould and dampness management will be clearly defined within the management agreement.

3.2 This policy applies to:

- Identifying the types of damp: rising, penetrating and condensation dampness, including internal leaks.
- Identifying the responsibilities of Elderpark Housing Association and our tenants and residents in dealing with damp and condensation.
- Offering guidance, advice, and assistance throughout the process to all tenants and residents living in our properties.
- Data gathering and reporting, identifying proactive methods in mitigating risk of all dampness.

3.3 This Policy applies to all Elderpark staff and the Management Committee members, given that the Policy outlines the main responsibilities for the management of mould and dampness. This policy also applies to all tenants, owners, contractors and any visitors to our buildings including members of the public.

4. Legal and Regulatory Framework

Regulatory Framework

4.1 The Scottish Housing Regulator's (SHR) main role is to monitor, assess, report and intervene (as appropriate) in relation to social landlords' performance of housing activities and RSLs' financial well-being and standards of governance, in relation to tenants, people who are homeless, gypsy/travellers and factored owners.

4.2 Section 36 of the Housing 2010 Act requires the SHR to issue a Code of Conduct setting out Standards of Governance and Financial Management for RSLs. The SHR has seven standards in place which Elderpark Housing must adhere to and meet. Below are the seven standards. We have indicated next to each standard whether we deem it is applicable to this mould and dampness policy:

4.3 The relevant standards from the SHR Framework and Standard of Governance and financial Management relevant to this policy are:

- **Regulatory Standard 1** (RS1) – '*The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users*'.

- **Guidance 1.1** - The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.
- **Guidance 1.2** - The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
- **Guidance 1.3** - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.
- **Guidance 1.4** - All governing body members accept collective responsibility for their decisions.
- **Guidance 1.5** - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
- **Guidance 1.6** - Each governing body member always acts in the best interests of the RSL and its tenants and service users and does not place any personal or other interest ahead of their primary duty to the RSL.
- **Guidance 1.7** - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).

- **Regulatory Standard 3** (RS3) – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'*.

  - **Guidance 3.1 -** The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
  - **Guidance 3.2 -** The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
  - **Guidance 3.3 -** The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.

- **Regulatory Standard 5** (RS5) – *'The RSL conducts its affairs with honesty and integrity'*.

  - **Guidance 5.1** - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
  - **Guidance 5.2** - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members'

performance, ensures compliance and has a robust system to deal with any breach of the code.

- **Guidance 5.3** - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

Legal Framework

4.4 Elderpark Housing will comply with all relevant legislation and regulatory requirements for mould and dampness. Set out below is the principal legislation which applies to mould and dampness management for Elderpark Housing (please refer to the supporting mould and dampness management plan for all associated detailed standards and guidance):

4.5 **The Health and Safety at Work Act 1974; General Duty on Employers**
This primary Health and Safety legislation imposes a general duty on employers to ensure the health, safety, and welfare of their employees at work, so far as reasonably practical. This statutory duty is also applicable to "others" who may be affected by the employer's undertakings (i.e., work activity), such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public

4.6 **The Management of Health and Safety at Work Regulations 1999** section 3, sets out the duty for every employer to make a suitable and sufficient risk assessment of the risks to health and safety of all of their employees whilst at work and other people not in their employment.

4.7 **The Housing (Scotland) Act 2001 section 27** (and if using Scottish Secure Tenancies) requires the landlord to ensure that the house is, at commencement and throughout the duration of the tenancy, wind and watertight and in all other respects reasonably fit for human habitation. In determining whether a house passes this test, regard is to be had to the existence of any "sanitary defects", which include lack of ventilation or dampness.

4.8 **The Housing Scotland Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019.** The tolerable standard has been the principal measure of housing quality in Scotland for more than 40 years. It is a condemnatory standard, and any housing that falls below this standard is deemed to be unacceptable living accommodation. The Scottish Government has identified several factors which would classify a home as falling below the tolerable standard, and these include the presence of rising or penetrating damp, not being insulated to a high enough standard, and not having enough ventilation, natural and artificial light or heating.

4.9 The Housing (Scotland) Act 1987 (the "1987 Act") imposes a duty on every local authority to "*secure that all houses in their district which do not meet the tolerable standard are closed, demolished or brought up to the tolerable standard within such*

period as is reasonable in all the circumstances". This duty is still in force, and the 1987 Act does not restrict this duty to any specific tenure of housing. The Housing (Scotland) Act 2006 introduced a strategic duty for local authorities to ensure compliance and ensures that local authorities adopt a strategic approach in dealing with houses that are below the tolerable standard.

4.10 **The Repairing Standard – Housing (Scotland) Act 2001** outlines the statutory rights and responsibilities for fitness for human habitation in Scotland, including the Repairing Standard. The Repairing Standard is a basic level of repair that all private rented properties must meet. Landlords are responsible for dealing with damp and mould caused by structural or repair issues, such as: Leaks in the roof, Cracks or holes in walls, Rotting window or door frames, Lack of ventilation, and Water coming into the home from the ground

4.11 **The Scottish Housing Quality Standard (SHQS)** developed by the Scottish Government requires that the homes provided by social landlords: Meet the Tolerable Standard; Are free from serious disrepair; Are energy efficient Have modern facilities and services; and Are healthy, safe and secure.

5. Aims and Objectives of this policy

5.1 The aim of this policy is to proactively manage the potential risks and promptly diagnose and prevent issues which may arise from damp and mould in our properties, including communal areas; committing to meeting the needs of our tenants and residents in achieving our aim in providing homes that are safe, warm, and dry.

5.2 The further aims of this policy is to provide staff with the appropriate processes, guidance, and knowledge to ensure all our properties are well maintained and free of damp and mould that could risk the health and safety of our tenants residing in homes owned by the association.

5.3 This policy also sets out how we will support our tenants and residents to minimise the risk of damp and mould occurring and report it where there is evidence of its presence, this will also ensure that Elderpark meets its legal, contractual, regulatory and statutory obligations.

6. Roles and Responsibilities

6.1 **The Management Committee**, in approving this policy, acknowledges that it accepts full responsibility for its implementation. Day-to-day responsibility for the operation of this policy is the responsibility of the Chief Executive with assistance from the Departmental Directors, Managers and operational staff.

6.2 **The Chief Executive with assistance from the Governance and Compliance Manager must:**

- Ensure that the requirements of the policy are communicated to all staff and reinforced on a regular basis.
- Ensure that all staff and Management Committee receive adequate mould and dampness awareness training and are encouraged to develop and promote safe working practices and attitudes towards mould and dampness.
- Liaise with local authorities and the Scottish Housing Regulator (SHR) on matters relating to mould and dampness including taking any actions resulting from their advice.
- Monitor and report to the Management Committee with any recommendation regarding mould and dampness
- Ensure staff receive mould and dampness training, as the training needs analysis dictates.

6.3 **The Chief Executive, assisted by The Director of Maintenance Services and Maintenance Services Manager, must:**

- Ensure compliance with legislation regarding Elderpark Homes being fit for habitation under the tolerable standard.
- Ensure all cases reported are recorded and promptly triaged to assess the route cause of the issue
- Ensure the appropriate remedial action is promptly scheduled and completed
- Ensure additional support and advice is available to customers to control mould and dampness within their property.
- Ensure that all appropriate staff receive adequate mould and dampness awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards mould and dampness.

6.4 **The Chief Executive, assisted by The Director of Housing & Customer Services and Housing Manager, must:**

- Ensure that regular estate management inspections are carried out and where a potential damp and mould risk is identified appropriate actions are taken to mitigate these risks.
- Ensure that access to domestic properties is sufficiently supported to enable access for any work related to mould and dampness to be completed.
- Ensure that the requirements of the policy are communicated to all relevant staff and tenants and reinforce such communication on a regular basis via Elderpark Housing's website, tenant newsletter and social media.
- Ensure that all appropriate staff receive adequate mould and dampness awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards mould and dampness.

6.5 Every employee of Elderpark Housing has a health and safety responsibility and duty with regard to arrangements made for maintaining their own safety in the activities they carry out and responding to emergency situations. Directors and Managers have responsibilities as well as those of an employee.

6.6 Any breaches of the policy should be reported to the employee's Manager.

7. Mould and Dampness Arrangements

7.1 The Mould and dampness Management Plan and reactive repairs policy contain further detailed management arrangements in how Elderpark Housing will comply with all applicable mould and dampness legislation and this policy. The supporting management plan should be read in conjunction with this policy. Listed below are the key mould and dampness arrangements Elderpark Housing will have in relation to mould and dampness:

- We will ensure we comply with statutory, regulatory and contractual requirements and good practice.

- We will undertake effective investigations and implement all reasonable repair solutions and improvements to eliminate damp including, managing, and controlling condensation.

- We will respond to all reports of damp and condensation and complete any repair works/measures in line with Elderpark's Reactive Repairs policy complying with all legislation. This will be dependent on the severity and urgency of the problem, the complexity of the solution and the repair works/actions required.

- We will make reasonable attempts to access the property to inspect and carry out the works. All logged repairs will have an agreed appointment date for inspections to be carried out. Following continuous no accesses (3 attempts), written communication will be provided to the tenant requesting them to contact the Association to organise an inspection of the affected areas and shall be recorded in the associations Housing Management System of each no access and any letters regarding access.

- We will follow up each completed damp or mould repair with a re-inspection within six months of any remedial works carried out. Frequency of re-inspections will be determined by the severity of the affected areas

- We will focus on working in partnership with tenants ensuring that a safe and healthy internal environment is provided.

- We will communicate effectively in relation to the delivery of our reactive repairs service and provide a range of options for tenants to report repairs including sending a video, photographs, etc.

- We will ensure that customers have access to and are provided with comprehensive advice and guidance on managing and controlling damp and condensation.

- We will ensure budgets are used effectively and efficiently to deal with damp, mould and condensation problems.

- We will undertake analysis of causation of mould and dampness to assist with informing us of the possible risks to our properties so that we can undertake proactive measures to eliminate damp, mould and condensation before it becomes a problem for our customers.

- We will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated management plan, inclusive of making these documents available to all relevant staff and ensuring that staff with mould and dampness roles have read and understood the content and what is expected of their role.

- We will ensure that all relevant staff receive appropriate training, including specialist roles and general awareness for mould and dampness.

- We will ensure suitable and sufficient resources are in place to effectively manage customer relationships, tenancy agreements, and leases to keep them informed of the damp and mould issues for the home/building in which they live and expectation in terms of them providing access to us to carry out mould and dampness related works.

- We will ensure there are suitable and sufficient emergency procedures in place to deal with emergency situations as a result of issues associated with mould and dampness.

- We will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord relating to mould and dampness across the business and respond promptly to failures in systems and data management.

- We will ensure we work with all regulatory, statutory and enforcing authorities, including the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE) and local authorities.

8. Training and Awareness

8.1 Elderpark Housing will ensure that all colleagues will receive general dampness and mould awareness training as required, in relation to their role, and where they will work.

8.2 Elderpark Housing staff who have specific roles relating to mould and dampness will receive appropriate training to ensure that they are competent to fulfil their duties.

9. Implementation of the Policy

9.1 Elderpark Housing will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to mould and

dampness and to assure ourselves that we comply with this Mould and dampness Policy, the supporting Management Plan and all applicable legislation. The levels of Governance and Assurance we have in place are:

- The Management Committee
- The Senior Management Team
- The Operational Management Team
- The Finance, Audit and Risk Sub Committee
- The Housing and Maintenance Sub Committee
- The externally appointed third party auditor

9.2 Further detail of the governance and oversight arrangements we have in place, including how we will gain assurance of policy implementation and compliance, are included within the Mould and dampness Management Plan which supports this policy.

10. Monitoring of the Policy

10.1 Operational Managers will be responsible for the day-to-day management of all work streams and programmes of work associated with mould and dampness. They will be responsible for:

- Ensuring operational management information is in place to evidence work is being completed within the required timescales and to the required standards to give assurance they are working to this policy, the supporting management plan and all applicable dampness and mould legislation and standards.

- Providing such information to enable the relevant Manager / Director to submit a quarterly performance report to the Senior Management Team and subsequently onward to the Management Committee, including relevant Mould and dampness KPIs and assurance information.

10.2 In addition to the operational assurance measures outlined above, mould and dampness will also be subject to internal and external audits, as required, to provide suitable assurance.

10.3 Further detailed performance and assurance information can be found in the supporting Mould and dampness Management Plan.

11. Complaints and Appeals About the Policy

11.1 All complaints regarding this policy or its implementation will be handled under our Complaints Handling Policy and Procedure which can be found on our website or from our offices.

12. Review

12.1 This Policy will be reviewed every 5 years but will be subject to earlier review if there are any significant changes in legislation, good practice or operational changes, which may affect the content of this policy.

Appendix 1 - Equality Impact Assessment

Name of Policy to be assessed	Mould and Dampness Policy	**New policy or revision of existing?**	Review
Person(s) responsible for assessment		Kerry Clayton	
1. Briefly describe the aims, objectives and purpose of the policy.	The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to mould and dampness. The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to mould and dampness. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with damp and mould, so far as reasonably practical.		
2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)	The policy sets out to benefit tenants to ensure risk of harm from damp and mould is minimised. It further intends to benefit staff, contractors and members of the public who are visiting and working within Elderpark properties. It will also benefit the association in ensuring legal obligations are met and protecting assets.		
3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)	To ensure that the association is compliant with mould and dampness legislation and Regulatory guidance and through responding promptly and efficiently to damp and mould cases identified and reported to us, we will continue to be compliant and thus mitigating the risks to staff, tenants' contractors and the general public relating of ill health from dampness and mould.		
4. Which groups could be affected by the policy? (note all that apply)			
Age		**Disability**	
Gender reassignment		**Marriage and Civil Partnership**	
Pregnancy and Maternity		**Race**	
Religion or Belief		**Sex**	
Sexual Orientation			
5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.			
The policy is applied equally to all properties with the aim of maintaining properties to minimise damp and mould for all equally and therefore has no positive or negative impact upon any of the above.			
6. Have those affected by the policy / decision been involved?			
7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.		**Positive Impact(s)**	**Negative Impact(s)**

8. What actions are required to address the impacts arising from this assessment? (This might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)		
Signed:	*Kerry Clayton*	
Dated:	10/10/24	

Appendix 2 - GDPR Impact Assessment

Name of Policy to be assessed	Mould and Dampness Policy	**New policy or revision of existing?**	Review
Person(s) responsible for assessment		Kerry Clayton	
Briefly describe the aims, objectives and purpose of the policy.	The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to mould and dampness. The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to mould and dampness. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with damp and mould, so far as reasonably practical.		
Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)	Details of the properties will be used when implementing this policy and the personal details of tenants will be used by staff and contractors who are responsible for contacting tenants to organise damp and mould associated work to enable implementation of the policy.		
What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)	This policy is written in line with our privacy policy and GDPR legislation to ensure compliance with GDPR / FOISA. The outcomes are reducing the risk of ill health caused by the effects of damp and mould and effective management of assets to ensure the association is meeting legal and regulatory obligations.		
Which groups could be affected by the policy? (note all that apply)			
Tenants	✓	**Committee**	✓
Employees	✓	**Contractors**	✓
If the policy is not relevant to any of the data groups listed above, state why and end the process here.			
The Policy is relevant to all of the above groups as tenants' data will be shared with contractors for the purpose of visiting and carrying out work, this would be inclusive of any Committee who are also tenants. Employees implementing the policy will be responsible for ensuring GDPR regulations are adhered to when sharing data. And contractors are bound by data sharing legislation when handling tenant's information.			
Have those affected by the policy / decision been involved?			
No.			
Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.		**Positive Impact(s)**	**Negative Impact(s)**
		Tenants can be assured the association is meeting legal obligations by implementing the policy	
What actions are required to address the impacts arising from this assessment? (This might include		Effective monitoring systems to be put in place and accurate record keeping.	

additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	
Signed:	*Kerry Clayton*
Dated:	10/10/24