



General Data Protection Regulation 2018

**Privacy Statement
& Fair Processing
NOTICE
SUMMARY**



Giving you a clear view on how we use your Personal and Health
Information (Data)



Who we are

We're an independent charity specialising in providing practical self-management support, therapies, treatments and activities for people living with multiple sclerosis and other neurological and long term health conditions. The MS Therapy Centre Lothian is a registered Scottish charity (no. SC014991) and company limited by guarantee (no.SC122837). Our registered address is 40c Swanfield, Edinburgh, EH6 5RX. If you want to get in touch our Data Controller can be reached by email nancy@mstc-lothian.org.uk

See Section 1 of our Privacy Policy for more details. Please go to our website: mstc-lothian.org.uk



Your rights

You have the right to object to how we process your personal and/or health information. You also have the right to access, correct, and to have the information erased if we do not have a legitimate reason to retain. You also have the right to be given a copy of information held by us.

For full information on your rights see Section 2 of our Privacy Policy,



How we gather personal and health (sensitive) information

We obtain information about you when Complete our Client Registration Form; and/or making a donation by completing our Gift Aid Form, by becoming a member by completing our Membership Form; and/or doing a fundraising event by completing a Sponsorship Form and/or registration with an electronic fundraising platform, such as VirginMoney Giving or JustGiving; and/or making a payment for services/therapies/treatments through Bank Transfer/Standing Order or Credit/Debit Card (WorldPay). *For more details on about how we gather information please see Section 3 of our Privacy Policy*



How we use your Personal and/or Health Information

We use your information to: assist us in assessing your personal and individual needs and to provide access to the most appropriate and suitable therapies, treatments and/or services; assist you in making individual bookings for therapies, treatments and services; process a donation or a payment for therapies, treatments and/or services; seek your views or comments on our services; notify you of changes to our services and/or schedules. *For more details on about how we use your personal and health information please see Section 4 of our Privacy Policy*

Our Services, Therapies and Treatments

We need your personal and health (sensitive) related information before we can provide you with access to our therapies and/or treatments, as this enables us to provide you with a more person-centred service. In some cases we won't be able to provide access to treatments and/or therapies to you if we don't have all the personal and/or health related information we need.

For more details on about how we use your personal and health information please see Section 4 of our Privacy Policy

Sharing Personal and/or Health Information

We may, only with your CONSENT, share your information to other service providers (such as NHS medical, clinical, health professionals, and/or Health & Social agencies) and other associated organisations for the purposes of providing specialised health related services, advice and/or information. *For more details on about how we use your personal and health information please see Section 5 of our Privacy Policy*



Keeping Personal and Health Information

We keep your personal and health information securely for as long as we need to for the purposes described in Section 3, 4 and 5 of our Privacy Policy



Your Consent

We will need your consent to use your personal and/or health information (for example contacting your GP/Health professional; taking pictures to use in own reporting/website/information flyers; sending you marketing material such as Newsletters, information about fundraising activities, We won't always need it to contact you with regard to schedule or service updates. Where you have given us your consent, you have the right to withdraw it at any time. *For more details on about how we use your personal and health information please see Section 5 of our Privacy Policy*

Further Information on GDPR

The Information
Commissioner's
Office - Scotland
45 Melville Street
Edinburgh
EH3 7HL
Telephone: 0303 123
1115
Email:
Scotland@ico.org.uk