



ENABLE Glasgow Data Privacy Policy

This Policy tells you how ENABLE Glasgow will use any personal information that you give to us.

We hold personal information about you for a number of reasons. This includes (but is not limited to) if you make an enquiry about our services, if you make a donation, if you sign up for membership, if you are a service user in one of our support services, if you are a relative or representative of one of our service users, or if you work with us.

What information do we collect?

The types of personal information we hold about you depends on your relationship with us. Further details on this are contained in this Policy

How do we use your information?

If you provide us with your information, we will advise you how we hold and use this information. We will never share your information with a third party unless:

- We are required to do so under general law
- We are required to do so through the statutory regulatory frameworks which apply to us.
- Where it is necessary share this information in order to keep you safe and secure.

How do we hold your information?

Most information is held electronically, within the organisation's own information technology network and servers. ENABLE Glasgow engages the services of external information technology consultants who supply us with and maintain our electronic data security systems. Where we need to hold paper versions of your personal information, we will keep this safe and secure.

We will only keep it for as long as it is needed and only for the purposes for which you have agreed we can use it. You can ask us to remove any personal information about you at any time. If we are unable to do this for legal or compliance reasons, we will advise you of the reason for this.

For ENABLE Glasgow general members

When you choose to join ENABLE Glasgow and provide us with your personal information, we will hold your name, address, telephone number, e-mail address, and any other information you choose to share with us. We will hold this information

in order for us to fulfil our legal obligations to you. We will contact you in order to let you know about our services, events, campaigns and issues that we feel will be important to anyone with an interest in learning disability.

Where a member has a learning disability and participates in our social programme, we will also hold emergency contact details and any essential medical information we need to know about.

You have a right to see the data we hold about you, and to amend this if necessary. If you choose to end your membership of ENABLE Glasgow, we will delete your information accordingly.

For ENABLE Glasgow service users

If you have a learning disability and use one of our commissioned services, we will hold data about you that enables us to meet our legal and regulatory obligations to you, and to protect your vital interests as a potentially vulnerable person. This may entail us holding quite extensive personal details about you, and only ENABLE Glasgow personnel with a legitimate interest in your support will have access to this. Data will be held in a safe and secure manner.

ENABLE Glasgow will not share your information with third parties unless we have a legal or regulatory obligation to do so, or where it is necessary to do so in order to keep you safe and secure. We will also share information on your support with your family members or other legitimate representatives where you have consented to this (if you are able to do so).

We acknowledge that in some circumstances the data subject will be unable to give informed consent for us to hold such data. However, ENABLE Glasgow will make every effort to present you with information on your data in a way which you can understand.

You have a right to see and amend your data, except in cases where this is deemed to be potentially harmful to you.

For ENABLE Glasgow service users' family members or representatives

ENABLE Glasgow will hold data on service users' close family members, next of kin, or other legitimate representatives, such as Welfare and/or Financial Guardians. We hold this information in order to keep the data subject informed about the service user's support, and as an emergency contact.

In certain circumstances family members or representatives will be partly or wholly responsible for organising a financial contribution to the service user's support costs (client contribution). In such cases, we may hold bank details of the family member or representative concerned. These details will be used only for the stated purpose, and will be stored securely.

For ENABLE Glasgow staff

Staff data is kept in order that we fulfil our legal obligations as an employer. This will include employees' name, address, other contact details, bank account details for the purposes of paying salaries, national insurance number, emergency contact details, and Protection of Vulnerable Groups Scheme number if required. Other personnel records will also be held. Employees have the right to know what details are held about them, and to ask for these to be changed if they feel they are inaccurate.

ENABLE Glasgow will not share employees' data with any third party except when required to do so by law or statutory regulation.

How do we protect personal information?

We will make sure that any personal information that you give to us is kept secure, accurate and up to date, and only keep it for as long as it is needed and only for the purposes for which you have agreed we can use it. You can ask us to remove any personal information about you at any time. If we are unable to remove your personal information for legal or regulatory reasons, we will advise you of why we need to retain your data.

Your consent

By giving us any personal information you are agreeing to our use of that information as stated in this Privacy Policy. You have the right to withdraw consent at any time.

Right of access

You have the right to ask for a copy of the information that we have about you. You also have the right to delete and correct information about you.

Changes

If your personal details change, please help us to keep those details up to date by telling us about any changes.

If you want to see what information we have about you, or need to tell us about any changes to the information that you have given to us, please contact us using the contact details below. You should also use this contact if you wish to ask for your data to be deleted or changed.

Contact:

Colin Menabney
Acting Data Protection Officer
ENABLE Glasgow
61 Esmond Street
GLASGOW G3 8SL Tel: 0141 332 7420
email: colin.menabney@enableglasgow.org.uk