

Data Privacy Notice

Spinal Injuries Scotland

Spinal Injuries Scotland wants to protect any personal information that you give to us. This Policy explains when and why we collect personal information. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

Topics:

[Who are we?](#)

[Your personal data – what is it?](#)

[How do we process your personal data?](#)

[Our website](#)

[Mailing List -Our Quarterly Magazine](#)

[Under 16 years old](#)

[What is the legal basis for processing your personal data?](#)

[How long do we keep your personal data?](#)

[Your rights and your personal data](#)

[Sharing your personal data](#)

[Contact Details](#)

Who are we?

Spinal Injuries Scotland is the national voluntary member organisation concerned with new and long-term spinal injured people, their relatives and friends. Spinal Injuries Scotland aims to be an agent for positive change for people with spinal cord injuries.

Spinal Injuries Scotland is a registered in Scotland as a company limited by guarantee with charitable status.

Charity Number SC015405

Company Number SC091206

Your personal data – what is it?

The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified by the information held. This information includes your address, date of birth, and contact information.

This privacy policy explains how we use any personal information we collect about you when you use this website, or sign up to be a member.

We collect your personal data when you sign up to become a member either through our website or when you phone up to join Spinal injuries Scotland.

We may also receive information about you when you interact with third parties with whom we work. For example, where you’ve made a donation to us through a third-party website (e.g., Just Giving, Virgin Money Giving and BT MyDonate) and given them permission to share your information with us.

How do we process your personal data?

Spinal Injuries Scotland complies with its obligations under [the GDPR] by keeping personal data up to date;

- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.
- We use your personal data for the following purposes: -
 - To administer membership records;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records.
 - To operate the Spinal injuries Scotland web site and deliver the services that individuals have requested.
 - To inform individuals of news, events, activities or services running at Spinal Injuries Scotland.

- To process gift aid applications.
- To send mailings including our quarterly magazine.

Our website

Spinal Injuries Scotland hosts content on our website www.sisonline.org

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Mailing Lists – Our Quarterly Magazine

As part of the membership registration we collect your personal email address. We use that information to email you a digital copy of our quarterly magazine Spinal Life Scotland. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our quarterly magazine. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing info@sisonline.org

We use a 3rd party service to assist with mailings and we provide them with encrypted files of names/addresses/email addresses. We enter into contracts with all these service providers that require them to comply with data protection laws and to ensure that they have appropriate controls in place to protect the security of your information.

Under 16-year olds

If you are 16 or under, we need your parent/guardian's permission before you give us any personal information about yourself.

What is the legal basis for processing your personal data?

The legal basis for processing that Spinal Injuries Scotland is using is **Legitimate interests**. The processing relates only to members or former members (or those who have regular contact with it regarding those purposes); and there is no disclosure to a third party without consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data;

- For the continuing length of your membership
- Until such time you notify us and cancel your membership, all personal data will be destroyed
- Until such time we are notified of death, all personal data is destroyed
- If membership is revoked, all personal data is destroyed

Your rights and your personal data

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Spinal Injuries Scotland holds about you, you can do this by contacting us on info@sisonline.org;
- The right to request that Spinal Injuries Scotland corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for Spinal injuries Scotland to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.
<https://ico.org.uk/concerns/>

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with trustees and employees.

We will only share your data with third parties outside of the organisation with your consent.

Changes to this privacy policy

We keep our privacy policy under regular review and we inform you if we wish to use your personal data for a new purpose, not covered by this Data Protection Notice. We will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

This Privacy Policy was last updated on 9th May 2018.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

Spinal Injuries Scotland
Fullarton Court (Unit C)
11 Drumhead Place
Glasgow
G32 8EY

Tel: 0141 427 7686

Email: info@sisonline.org