



## **Member Registration Privacy Notice**

MySelf Management takes its data protection responsibilities seriously. The purpose of this Privacy Notice is to inform you how we will process your personal information, setting out our responsibilities and obligations as a Data Controller.

The Data Controller for your information is MySelf Management, Thorfin House, Bridgend Business Park, Dingwall IV15 9SL, company number SC050558.

All your personal information will be treated in accordance with data protection law including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

For any queries or concerns about how your personal data is being processed you can contact [info@myself-management.org](mailto:info@myself-management.org)

### **MySelf Management will use your personal data for the following purpose(s):**

Member Registration allows you to access our services

### **Our lawful basis for using the data is/are:**

- necessary for the performance of a contract between MySelf Management and the individual
- necessary for MySelf Management to comply with law
- necessary to protect the vital interests of the individual or another individual (in a life-or-death situation)

**We do not hold special category (sensitive) data about your long-term condition on our members database. However, we do recognise that becoming a member can identify you as someone who is living with a long-term condition and have appropriate safeguards in place to protect your information, for example access restrictions are in place for our database.**

**If you were to withhold the personal information we require for this process, the consequences would be:**

You would be unable to access MySelf Management services.

### **Your data will, or may, be shared with the following recipients or categories of recipient:**

- third party service providers including:
  - Microsoft (who provide Office 365 platform)
  - Our IT Support providers
  - Partner organisations who help us deliver specific services from time to time and where you have expressed an interest in that particular service.
  - External print shop to facilitate the direct distribution of high quality newsletters

This process does not involve your data being sent outside of the European Union.



The processing of your data does not involve automated decision making.

Please note If you join our Facebook Groups, you will be sharing your information directly with Facebook. You should refer to their Privacy Notices to understand how your information will be processed by Facebook. You are not required to join our Facebook Groups to access our services.

#### **Your data will be retained for the following length of time:**

- Membership Registration information will be held until you advise that you no longer wish to be a member.
- You will receive emails about our services unless you advise that you no longer wish to receive these (there is an option in the emails to 'unsubscribe') or no longer wish to be a member.

#### **Your rights**

Under data protection law, you have legal rights in relation to your information, including:

- your right to be informed of how your data is being processed, (as in this privacy notice);
- your right to access and obtain a copy of your data on request, often referred to as a subject access request;
- your right to ask an organisation to change incorrect or incomplete data;
- your right to ask an organisation to delete or stop processing your data under certain circumstances;
- your right to object to the processing of your data under certain circumstances;
- your right to data portability and in relation to automated decision making and profiling.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. Further details about your privacy rights can be found on the Information Commissioner's Office website [www.ico.org.uk](http://www.ico.org.uk)

#### **Further Information**

If you would like further information about how your personal data is processed by MySelf-Management or you have any concerns, please contact us in the first instance at **info@myself-management.org**.

If you are dissatisfied with the response, you have the right to lodge a complaint with the Information Commissioner's Office using their website <https://ico.org.uk/make-a-complaint/> by email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or by phone on 0303 123 1113. Alternatively, you can write to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**We review our privacy notices regularly.**

Last reviewed February 2024.