

Privacy Policy

This privacy policy sets out how The Ann Edgar Charitable Trust (the Trust) uses and protects any information that you give us. We are committed to respecting your privacy and will take all reasonable steps to process your data in accordance with current UK law and the General Data Protection Regulation (GDPR). The purpose of the privacy policy is to inform you about what information we collect, how we use the information, whether the information is disclosed and the ways in which we protect users' privacy.

Should you to provide certain information when dealing with the Trust, then you can be assured that it will only be used in accordance with this privacy statement. If you have any queries about this statement please contact, The Ann Edgar Charitable Trust, c/o The Metabolic Unit, Western General Hospital, Crewe Road South, Edinburgh, EH4 2XU or email info@taect.scot

The Ann Edgar Charitable Trust may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

What information do we collect about you? We may obtain personal information from you when you enquire about our activities, register to join our mailing list, complete feedback forms or surveys, make a donation to us or otherwise provide us with personal information. We may also receive information about you from third parties, for example from a friend who wants to tell you about the website. This may include:

- name and job title
- contact information including email address, postal address, telephone number.
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys

What we do with the information we gather? We will use this information to provide you with the services, materials or information you have requested, to understand your needs, provide you with a better service, focus our activities and mostly to keep you advised of meetings, events and news. We may periodically send promotional material about our activities, services, ways you can support the Trust or other information which we think you may find interesting, using the contact details which you have provided. We may need to share your information with our service providers for these purposes. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

We will hold your information for as long as is required to continue to provide you with the services you need / request or until you ask us to delete it (in its entirety or select part) / withdraw consent / unsubscribe. You should note however that any emails or letters you send to us containing personal information such as medical details may be deleted after one year,

Controlling your personal information You may choose to restrict the collection or use of your personal information in the following ways :

- Whenever you are asked to fill in a form in person or on the website. You will be asked for your express consent by ticking a box or signing your agreement. If you do not indicate or provide us with your consent , your information will not be processed and you may be removed from any mailing list or service.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@aect.scot and clearly marking the subject box

'unsubscribe' You may request details of personal information which we hold about you or click the unsubscribe button on any mailing list. Please note that if you click unsubscribe you will be removed from all mailing lists. If you believe that any information we are holding on you is incorrect, incomplete, or has changed please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect. If you would like a copy of the information held on you please write to David Drummond, Data Controller, The Ann Edgar Charitable Trust, c/o The Metabolic Unit, Western General Hospital, Crewe Road South, Edinburgh, EH4 2XU or email info@taect.scot

We have also carried out a Privacy Impact Assessment which is available on request using the above contact details.

Updated 25 May 2018