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How we use your information

Information for people with or affected by motor neurone disease or Kennedy's disease, who receive support from the MND Association

The Motor Neurone Disease Association is a national charity devoted to improving care, research and campaigning for people living with and affected by motor neurone disease (MND) in England, Wales and Northern Ireland. Our registered charity number is 294354.

We aim to provide you with the best possible support. To do this, we need to keep records about you and the support we provide you with. This sheet explains why we ask for your information and how we use it. It also explains how we protect confidentiality and your rights.

If you have any questions about how we use your information, please contact the Data Protection Lead at:

Motor Neurone Disease Association, Francis Crick House,
6 Summerhouse Rd, Moulton Park, Northampton NN3 6BJ

Telephone: **01604 250505**

Email: **dataprotection@mndassociation.org**

The information is split into the following sections:

- 1: What information is collected?**
- 2: How will the MND Association use my information?**
- 3: What are my rights?**
- 4: How does the MND Association ensure it complies with legislation?**
- 5: How do I find out more?**

 This symbol is used to highlight **our other publications**. To find out how to access these, see *Further information* at the end of this sheet.

 This symbol is used to highlight **quotes** from other people with or affected by MND.

This information has been evidenced, user tested and reviewed by experts.

1: What information is collected?

We need to collect and use certain types of information about the people we support, to carry out our work effectively. Only factual and necessary information should be collected.

As standard, we will collect the following basic information about you:

- personal details such as your name, address, date of birth, information about your diagnosis (if you are living with MND or Kennedy's disease), and preferred method of contact, such as telephone or email
- details about your main carer, and if we can contact them
- details of the health and social care professionals supporting you
- simple notes about any contact we have with you, such as with our Support Services team or Association Visitors, and any support we provide you with.

Information and records are stored securely and only accessible to authorised staff and volunteers who:

- have had appropriate training
- need to access these records in order to support you.

Your details will be shared with branch and group volunteers, who may contact you directly if you have given consent to be contacted about our services, membership or fundraising. However, your personal details will be stored securely and not discussed on paper or by email between staff and volunteers.

Your information will only be stored for as long as it is needed or required by law and will then be disposed of securely. Your general record with us will be stored while we are in contact with you or while your membership lasts. Once inactive, we keep that record for six years, after which the data will be reviewed and disposed of securely if necessary or appropriate.

We will keep some basic identifiable information about you and the support we have given, to assist our business needs and development of the support we provide.

Your information will be stored in secure systems where access can be monitored. In most cases, we will ensure your data is held within the UK, or European Economic Area (EEA), where your rights are protected. Occasionally information is held outside the EEA, but where this is the case, we have contracts in place that give you the same safeguards and rights that apply to data held within the UK.

If you wish to query how long your data will be stored, or ask for it to be deleted, please contact **dataprotection@mndassociation.org**.

You can also read our privacy policy at: **www.mndassociation.org/privacy**.

We also record feedback that you send us through surveys and other media. This is used to inform our work, so that we can continue improving our support for people living with or affected by MND or Kennedy's disease. You can ask not to be included in surveys if you wish, and this will not affect the support we can offer you.

2: How will the MND Association use my information?

The MND Association will always deal with your information securely.

Our services

The MND Association provides a range of services, including our:

- MND Connect helpline
- support grants and equipment loan
- wheelchairs and communication aids services
- regional staff and volunteers
- Association Visitors and other support volunteers.

Your information will be shared between the members of staff or volunteers in these teams to co-ordinate the service we provide.

As part of this, we will use your information to:

- make sure any support we provide is safe and effective
- make decisions about applications for support grants or equipment loan, make payments if these decisions are approved, and keep a track of spending
- check the quality of the support we provide to you
- manage and plan our services
- investigate concerns or complaints
- keep you up to date about events and conferences.

Co-ordinating care and support

To help co-ordinate your care and support with local services or benefits you might need, we will share your information with others who support you, including information about your health.

This is only done with your consent and is subject to strict rules about how your information will be used and kept confidential.

Research

Research has a vital role to play in the development of healthcare and health service delivery.

At times we may be approached by healthcare organisations asking if people with MND, their carers or families would like to be involved in research or surveys. We are keen to support you, if you wish to be involved in this type of research. However, we will only share your contact details with your clear consent. You will not be identified in any published results without your agreement.

Direct marketing

It is essential that we can communicate with our supporters. We would like to keep you up to date about the work we are doing, and tell you about the amazing difference you make. These updates may include information about volunteering opportunities, ways of helping in our campaigning activities or by supporting the Association financially.

We do this by sending letters and emails to you, which are known as direct marketing.

We may use direct marketing to ask you for help with:

- fundraising
- volunteering
- campaigning.

However, we will only send you direct marketing requests if either:

- you have given us your consent to do so
- we have told you we will contact you in this way and, when given the option, you haven't opted out of this form of contact.

You can ask to stop receiving direct marketing from us at any time.

Personal stories and quotes

We use personal stories and quotes from people with or affected by MND in many ways, to:

- highlight the work we do
- support our campaigns
- raise awareness
- encourage support
- share ideas and experiences
- raise funds, helping us to get closer to our vision of a world free from MND.



"I'm so 'pleased', if you know what I mean, that our family's experience with MND could help towards raising funds and awareness. If only one good thing can come out of all this, then that is surely it."

Sharing real life experiences also helps other people affected by MND feel that they are not alone and may also highlight a service or support they could access.



"The quotes are so useful. They re-engage me with the 'here and now' and allow me to compare what I am going through with the experience of others."

We collect quotes from surveys, studies and feedback. These may appear as named if we have consent for this, but usually appear in care information publications anonymously, with any identifying information removed.

We collect personal stories by speaking to people living with and affected by MND. We then share the transcript with those people and give them the opportunity to make amendments before they sign a consent form.

We always ensure that the people who share their experiences are aware of how we use their story and images. In some circumstances, we will use anonymous stories.

Photography

We try to avoid using stock photos where possible, and instead use real images of people with and affected by MND in our publications and within our digital channels.

We gain permission to capture and use photos and videos of people by asking them to sign a consent form, or by making them aware we are taking photos or recording and providing an opportunity to opt out beforehand.

When capturing images of children and young people, a consent form is always signed by their parent or guardian.

Images are usually used for five years from the date of capture, unless otherwise agreed. All images and consent forms are stored securely. You can withdraw your permission at any time by emailing: **dataprotection@mndassociation.org**

Online forum

Our forum is a safe place to share experiences, and provides a wealth of information with other people living with or affected by MND.



“This can be such a help to those who may feel isolated in everyday life... This can really support those with MND and their families, as well as carers.”

We collect personal information when you register on the forum which is used to create your profile. We also ask for your date of birth to ensure you are eligible to use the forum. The information we capture will not be shared.

We recommend that although the forum is intended to be used for open discussion, you should not include any private or confidential information that you would not be happy to share publicly.

You can access the forum by visiting: **<https://forum.mndassociation.org>**

Social media

We use social media to share information about care improvement, research, campaigns and fundraising. It is an extremely effective tool for people living with and affected by MND to engage with us.

We may share, like and retweet any social media content that you publish. This content may be seen worldwide. If you post something that we believe may be used to further promote the MND Association or awareness of MND, we may contact you via social media to ask for your permission to use it.

We will never ask you to share your personal information through social media, and we will never share any information we keep about you through this channel. We will always ask your permission before we share anything from social media on another channel, for example, our website.

We recommend you use caution when direct messaging another user. Although these features enable private conversation, the contents could be copied and shared publicly by the other user.

You can connect with us on social media by visiting:

Facebook: www.facebook.com/mndassociation

Twitter: www.twitter.com/mndassoc

Please note that social media sites themselves may use personal data. Check the privacy policy of the social media site you are using to find out how they use your information.

3: What are my rights?

You have various rights under the General Data Protection Regulation (GDPR).

One of these is the right to be informed of why personal data is collected and how it will be used. This information sheet is an example of how the MND Association aims to satisfy this right.

Will my records be kept confidential?

You have the right to confidentiality under the General Data Protection Regulation (GDPR), the Human Rights Act 1998 and common law duty of confidence. This applies to any organisation or institution that holds personal information about you.

Everyone working or volunteering for the MND Association has a legal duty to keep information about you confidential. Anyone who receives information from us is also under a legal duty to keep it confidential.

If you have any concerns or questions about the confidentiality of your information, discuss this with the member of staff or volunteer you are in contact with, or email: dataprotection@mndassociation.org

There are some situations where we may share information about you without your consent, for example if:

- you or other people are, or may be, at risk of harm (including children)
- sharing the information could prevent a crime
- a serious crime has been committed
- a court order or other legal authority has requested the information.

Can I access my records?

You have a right to access any information we hold about you on our computer systems and in manual records.

You can request a copy of your record from the staff member or volunteer supporting you, or contact: dataprotection@mndassociation.org

Can I withdraw my consent?

If you have given us consent to use your information in order to carry out any of our services mentioned in section 2: *How will my information be used?*, you can withdraw this consent at any time.

You can do this by contacting the member of staff or volunteer providing the service, or emailing **dataprotection@mndassociation.org**

Can I ask for my data to be erased?

You have the right to ask for your personal details to be erased, if there is no legal need for us to be holding this data about you.

If you want your details to be removed from our system, please contact:
dataprotection@mndassociation.org

Can I ask to stop receiving marketing materials from the MND Association?

Direct marketing is any fundraising, volunteering or campaigning letters or emails you may receive from us. You have the right to ask to stop receiving these at any time, if you wish. You can do this by selecting the 'unsubscribe' option on emails from us, emailing **dataprotection@mndassociation.org** or calling 0345 375 1850.

What if the information you have stored about me is incorrect?

If we have any incorrect personal information about you on our system, you have the right to ask for it to be corrected or removed. We will then correct or remove this information within a month of your request.

4: How does the MND Association ensure it complies with legislation?

We are bound by laws regarding data protection, and work hard to ensure we meet these standards. We have the following steps in place to ensure we are treating your personal information as we should:

- We have a senior member of staff who is the Senior Information Risk Officer (SIRO).

- We also have a member of staff who is the Data Protection Lead.
- The MND Association's responsibility for data protection is governed by our Board of Trustees, with an annual report to the Governance Committee.
- An Information Governance Steering Group meets every three months and keeps records of any breach, with details of the learning put in place. These records are only visible to senior executives.
- We asked for a representative from the Information Commissioner's Office to visit us in 2014, to assess our data protection process. They commented on the robust nature of our systems and this was publicised on their website for over a year.
- We are compliant with the robust principles of the General Data Protection Regulation (GDPR), which all organisations in the UK are expected to follow.

5: How do I find out more?

Useful organisations

The following contact details are correct at the time of print, but may change between revisions. If you need help to find an organisation or have any questions, contact our MND Connect helpline (see *Further information* at the end of this sheet for details).

GOV.UK

Online government information about data protection.

Website: **www.gov.uk/data-protection**

Information Commissioner's Office (ICO)

The independent body set up to uphold information rights. You can also raise a concern to the ICO about how your information has been handled by an organisation.

Telephone: 0303 123 1113 (this number can also be used to raise a concern about how an organisation is handling your information)

Email: casework@ico.org.uk

Website: **<https://ico.org.uk>**
<https://ico.org.uk/concerns/> to raise a concern about how an organisation is handling your information

NIDirect

Online government information about data protection for people living in Northern Ireland.

Website: **www.nidirect.gov.uk/articles/freedom-information-and-data-protection**

References

References used to support this information are available on request from
Email: infofeedback@mndassociation.org

or write to:

Care Information feedback, MND Association, Francis Crick House, 6 Summerhouse Rd,
Moulton Park, Northampton NN3 6BJ

Acknowledgements

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Further information

We have an extensive range of information sheets, providing guidance on specific aspects of MND. The following information sheets may be useful to begin your search:

1A – *NICE guideline on motor neurone disease*

1C – *Where can I find the information I need?*

We also provide the following guides:

Living with motor neurone disease – our main guide to help you manage the impact of the disease

Caring and MND: support for you – comprehensive information for unpaid or family carers, who support someone living with MND

You can download most of our publications from our website at www.mndassociation.org/publications or order in print from the MND Connect helpline, who can provide further information and support.

MND Connect can also help locate external services and providers, and introduce you to our services as available, including your local branch, group, Association Visitor or regional MND Association staff.

MND Connect

Telephone: 0808 802 6262

Email: mndconnect@mndassociation.org

MND Association, Francis Crick House, 6 Summerhouse Rd,
Moulton Park, Northampton NN3 6BJ

MND Association website and online forum

Website: www.mndassociation.org

Online forum: <https://forum.mndassociation.org> or through the website

We welcome your views

We'd love to know what you think we're doing well and where we can improve our information for people with or affected by MND, or Kennedy's disease. Your anonymous comments may also be used to help raise awareness and influence within our resources, campaigns and applications for funding.

To feedback on any of our information sheets, access our online form at:

www.smartsurvey.co.uk/s/infosheets_1-25

You can request a paper version of the form or provide direct feedback by email:

infofeedback@mndassociation.org

Or write to:

Information feedback, MND Association, Francis Crick House, 6 Summerhouse Rd,
Moulton Park, Northampton NN3 6BJ

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