



MK Multiple Sclerosis Therapy Group Ltd

MS Therapy Centre
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Privacy Notice and Consent

Here, at Milton Keynes Multiple Sclerosis Therapy Group we take your privacy seriously and will only use your personal data to administer your membership and to provide you with the services you have requested from us. We will not share your personal data with any other organisation, although we may use anonymous data for purposes such as fundraising bids or statistical analysis.

When you become a member, we will ask you to fill in a subscription form to provide us with:

Name
Address
Telephone number
Email
Date of Birth
Name and telephone number for an emergency contact
Health condition
Medication being taken

Other than your name and telephone number, which we need in order to contact you, the information on the form is not mandatory, although it helps us to provide you with a better service.

The paper based data will be stored in two locked filing cabinets, which are accessible only to our volunteers. All our volunteers are DBS registered and have signed confidentiality agreements. We hold a copy of our active members' names and telephone numbers in a locked drawer at our reception desk in order that contact can be made in the event of an emergency.

The paper based data is transferred to our computer database by a volunteer. This data is password protected and the password is known only to the volunteers with a need to access the data for processing purposes.

Up to four times a year we send out a newsletter to our active members. These are sent either by email or by post. You can unsubscribe from our newsletter mailing list at any time. Between newsletters, if there is anything of importance (for example the need to close the therapy centre because of maintenance) we will send a message via email or post to our active members.

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you wish to exercise these rights, please contact us at 4 Hollin Lane, Stacey Bushes, Milton Keynes, MK12 6HT or email: mkmstherapygroup@gmail.com. Milton Keynes Multiple Sclerosis Therapy Group reserve the right to amend this privacy statement.