

Privacy and Data Protection

We at Medical Research Scotland (*the operational name of the Scottish Hospital Endowments Research Trust [SHERT]; Scottish Charity No.SC014959*) are committed to protecting the privacy of those using our site and the confidentiality of the personal information with which users of our website may provide us.

Data Protection Act 1998

We are registered under the Data Protection Act 1998 and comply with the Act in all our dealings and with your personal data.

Any personal information provided will be held in a safe and confidential manner. You can access our website home page and browse our site without disclosing your personal data.

Medical Research Scotland will never sell personal information. Medical Research Scotland will only share personal information with third parties as is required in terms of the application forms or as otherwise specifically disclosed. We reserve the right to share your personal information if we are legally obliged to do so.

Within Medical Research Scotland we use the information you provide willingly for the following purposes:

- processing, considering and assessing applications; *or*
- the administration of grants, scholarships and fellowships; *or*
- receiving donations; *or*
- auditing usage of the site; *or*
- communicating with you.

We only collect personal information from you through the use of our application forms or donation forms.

We hold and retain personal information only for as long as is necessary for the fulfilment of the above purposes.

We do not use cookies for collecting user information from the site.

You should note that external assessors will be involved in assessing your application and any personal information relating to you will be passed to those assessors (to be treated by them as confidential).

In terms of the Data Protection Act 1998 you have the right to:

- request a copy of the personal data which we hold relating to you;
- request that any inaccuracies be corrected.

We reserve the right to charge the maximum fees in terms of the Act for complying with any such request.

We reserve the right to make changes to this Statement and it is your responsibility to ensure you read and understand it, and check back periodically for any changes.

Further information

For further information on our data protection and privacy policies please contact:

Simon A Mackintosh, Data Protection Manager

Medical Research Scotland, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE

Tel: 0131 228 8111; **Fax:** 0131 228 8118; **email:** enquiries@medicalresearchscotland.org.uk

Information on the Data Protection Act 1998 is also on the Data Protection Commissioner's website at www.dataprotection.gov.uk