



Our Privacy Notice for People Accessing Support

Everyone who uses Edinburgh Rape Crisis Centre's services is asked to share some information about themselves, which helps us to support you the best we can. We need to make sure we keep your information safe and we do this by following a Law called the *General Data Protection Regulation*.

It is important you understand **what** information we collect about you, **how** we store it and your **rights** over your information. If you would like to read our full privacy policy you can do so on our website at www.erc.scot or by asking your Support Worker for a paper copy.

Here are some of the main points from the full privacy policy document:

What information do we collect?

- Personal contact details: name, address, phone number, email address.
- Date of birth, sexuality and your gender.
- Emergency contact details.
- Medical conditions, disabilities and information about your mental health & wellbeing.
- Information you share with us about what has happened to you.
- Any risks you share with us about your safety or the safety of anyone else.
- Details of any other people who are supporting you.

You are not obliged to give us all of this information in order to be able to access support. We will only store the information if it is freely given and consent to store it is given.

What do we do with your information?

- We only store information which you have shared with us AND given us permission to record.
- We record your information on a secure database which is only accessible via authorised and encrypted Edinburgh Rape Crisis Centre's accounts.
- We use this information to contact you and provide the best support possible.
- We use the anonymous information to provide reports to funders of how many people Edinburgh Rape Crisis Centre support each year.
- We **DO NOT** share your information with anybody without your permission. The only time this will happen is if we need to protect you or somebody else who may be at risk of becoming hurt.

What are your rights over your information?

- You have the right to have **access** to your stored personal information and you can do this by asking your Support Worker for a copy of your information.
- You have the right to **correct** any information we hold about you.
- You have the right to request we **delete or remove** parts of, or all of, your stored information.
- You have the right to ask us to **stop** storing your personal information.
- You have the right to request we **share** or transfer your personal information to another party.

If you would like to make a request (as listed above in your rights) about your information or you have any questions, you can either speak directly to your **Support Worker** or you can email privacy@ercc.scot with any questions or concerns.

Privacy Notice for people accessing support

I, _____

am signing to confirm that:

- I have been offered a full copy of the Privacy Policy.
- I have read and understood this summary.
- I have had any questions I was unsure about regarding my personal information answered.

OASIS number:

Please sign above then return to the Centre.

Email: privacy@ercc.scot

Post: ERCC, 17 Claremont Crescent, EDINBURGH, EH7 4HX