

## **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 consideration of funding applications made to Medical Research Scotland or as otherwise specifically disclosed. We reserve the right to share your personal information if we are legally obliged to do so.

All personal data collected by other means by Medical Research Scotland is treated as confidential in line with the principles of the Data Protection Act 1998.

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, report or donation forms, online donations facility (managed by a third party), or through emails you send to us.

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

We use some cookies on our website for collecting information about use of the site (see Cookies Policy below). This does not enable us to collect any personal data about you.

You should note that external assessors will be involved in assessing funding applications 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.

### **Website Disclaimer**

Medical Research Scotland seeks to ensure that the information published on its website is up to date and accurate. However, the information on the website does not constitute legal or professional advice and Medical Research Scotland cannot accept any liability for actions arising from its use. Medical Research Scotland cannot be held responsible for the availability, contents or currency of any pages referenced by an external link.

## Cookies Policy

When visitors enter the Medical Research Scotland website their computers will automatically be issued with 'cookies'. Cookies are text files which identify users' computers to Medical Research Scotland's server. The website then creates 'session' cookies to store some of the preferences of users moving around the website. Cookies do not identify individual users but only the computer used. Medical Research Scotland session cookies are deleted on departure from the website. However, those from third parties may persist.

Medical Research Scotland uses website cookies to measure and analyse use of the site: including the number of visitors, how frequently and which pages are viewed, browser type, operating system, search terms and the city and country of origin of users. This helps to determine what is popular and can influence future content and development.

**The data will not be used to identify any user personally.**

Most modern web browsers allow users to control cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit <http://www.aboutcookies.org/> or <http://www.allaboutcookies.org/>.

EU legislation requires that all websites clearly specify if cookies are being used and their purpose. Medical Research Scotland uses the following cookies on its website.

|  | Cookie file name                         | Description  |
|--|--|--|
| <b>Cookie Control</b>  | civicAllowCookies<br>civicShowCookieIcon | Cookie Control: When you click to turn cookies on or off on the Cookie Control user interface, a cookie is set in order to remember your preference.   |
| <b>Google Analytics</b><br><br>View Google Analytics Privacy Policy<br><a href="http://www.google.com/policies/privacy/">http://www.google.com/policies/privacy/</a> | __utma                                   | Google Analytics: We use Google Analytics to monitor traffic levels, search queries and visits to this website.  |
|  | __utmb                                   | Google Analytics stores IP address anonymously on its servers in the US, and neither Medical Research Scotland nor Google associates your IP address with any personally identifiable information. |
|  | __utmc                                   | These cookies enable Google to determine whether you are a return visitor to the site, and to track the pages that you visit during your session.  |
|  | __utmz                                   | <a href="#">Google Privacy Policy</a>  |

If you accept the use of cookies on the Medical Research Scotland website you will no longer see the Cookie Policy message, but you will see the Cookie Policy icon. We will place a preference cookie and Google will place temporary session cookies on your computer. Should you delete or change the preference cookie, then you will need to re-confirm your preference when you next visit the website.

### 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](mailto:enquiries@medicalresearchscotland.org.uk)

Information on the Data Protection Act 1998 is also on the Data Protection Commissioner's website at

[http://www.ico.gov.uk/for\\_organisations/data\\_protection.aspx](http://www.ico.gov.uk/for_organisations/data_protection.aspx)

*Version 3 November 2012*