

# The MASE Group



## Monthly Alzheimer's Support Evening Privacy Policy

### **What is the privacy policy for?**

The Monthly Alzheimer's Support Evening (The MASE) is committed to respecting your privacy and complying with current data and privacy legislation.

This Policy covers the privacy of all people who use any services, access or supply information to or receive it from The MASE.

This policy statement will help you to understand how we collect, use and protect the information after it has been obtained from you.

### **What information will MASE hold?**

We will only collect and hold information that you have supplied to us when you have accessed the website, completed a form or given information in person or by telephone.

This could be your name, address, date of birth, telephone number or other personal details given when you register at a group, send an email, access the Website or talk or text on the telephone.

### **How long will MASE hold information?**

We will only hold the information for the period permitted in legislation or until you ask for it to be removed.

### **Why does MASE hold information?**

We hold the information you have given us to ensure that MASE can contact you when it is necessary and to provide you with information about the services offered.

### **How does MASE store information?**

Information supplied on application forms is held in a secure environment and all Data that is stored on a computer is encrypted.

### **How you can request access to the information that The MASE holds about you.**

Make a request in writing and the information will be sent to you.

**Date Policy agreed 29 October 2019**

**Policy Review date October 2022**