

## Data Sharing Agreement

In order to be able to provide you with a service, Bipolar Scotland has a legitimate need to securely store and process your personal and sensitive data, which we do in compliance with current data protection law. We ensure that your data:

- Will be stored securely (whether by paper or electronic means)
- Will only be used for the purposes of delivering services to you
- Will only be accessed by authorised personnel, for legitimate purposes
- Will not be kept for longer than is necessary
- Will be made available to you upon request
- Will be corrected if you tell us something is inaccurate
- Will be destroyed at your request, provided we are legally allowed to do so

What we will not do:

Any information about your engagement with Bipolar Scotland which may be used to provide internal and external reports and publications about our reach and impact, will not contain information which would be likely to identify you.

We will not disclose your personal and sensitive data with any 3<sup>rd</sup> party without your consent, unless we have a legal obligation to do so, for example, in order to protect you or others from harm, or for the prevention of serious crime and terrorism.