

## What we are doing with your information

This is a privacy notice for stage 3 of this review, which is our last consultation.

It tells you how about how we will use your information.

It says how we will make sure that the information you give to us stays safe and confidential.

### What is in this privacy notice

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## 1. Why we are collecting information

The Scottish Government needs to know what mental health law Scotland should have for autistic people and for people with learning disability.

The Government has asked for an independent review.

This is part of the review.

We need to know people's views on our ideas for the law.

This is so we can understand whether the Mental Health Act needs to change for autistic people, or for people with learning disability.

We will listen to and read all of the views that people give us about the ideas in this consultation.

Then we will tell Scottish Government what we think the law should be like in future.

## 2. About your information

You can choose to take part in the review. You don't have to.

We will not tell anyone that you gave us information. This would only change if you or someone else might be at risk of serious harm, or if you decide that you want us to publish your views on our ideas.

We will not tell anyone your views, unless you say tell us that you want us to make your views public.

### **Your personal information**

Your personal information will be kept securely for the review.

Personal data is data that makes it possible to identify a particular person.

The Mental Welfare Commission for Scotland is responsible for keeping and processing your information because the review team works there.

We will be asking you to give personal information. This includes your name, age and where you live, for example.

In this stage of the review, we are not asking people about their experiences. We are asking only about people's views on the ideas that we are suggesting. However, some people might still give us some information about their experiences.

### Your views

We will ask if you want us to publish your views on our ideas, on the review’s consultation website.

We will only publish your views if you ask us to do this. Your views would be published without your name and without any other identifier.

If your views contain other personal information, we will remove that information before we publish your views. This is called ‘redacting’ your information.

If you ask us to make your views public, we will stop being the ‘data controller’ for that information after it goes on our consultation website. This is because you will have asked us to put the information in the public domain. This means that anyone could then choose to use the views that you gave to the review.

### 3. Contact details



#### What information we will keep

We would like to keep your **name, email address or postal address** and/or **phone number** so that we can contact you.

If you prefer you can give us the contact details of an organisation that you know.

We can contact you through them instead if you prefer.

We are also asking you about your age, gender identity, sexual identity and ethnic origin.

You don’t have to tell us any of these things.

	<p><b>Why we need to keep this information</b></p> <p>We are asking about these things because in this review we are trying to make sure that we hear from people who have experience of all aspects of life in Scotland.</p> <p>We may then need to arrange to meet with a small number of people to talk about their experiences or views.</p> <p>We can send you the final report from the review, if you want this</p>
	<p><b>What we will do with the information</b></p> <p>We will keep your contact details on our secure computer system.</p> <p>We will only contact you about the review.</p> <p>We will not contact you about anything else.</p> <p>We will not share your contact details with anyone.</p> <p>If we email you we will make sure that no-one else can see your email address.</p>
<p><b>4. What to do if you change your mind about us contacting you</b></p>	
	<p>If you decide you do not want us to use your contact information for the Review any more you can tell us.</p> <p>If you tell us we will delete your contact information from our records.</p>



<b>5. What you tell us about your experience and views</b>	
	<p><b>What information we will keep</b></p> <p>If you choose to tell us about your views for the review, we will keep a record of this.</p> <p>This information is called “evidence”.</p>
	<p><b>Why we will keep this information</b></p> <p>We need to record this information as evidence for the review.</p> <p>We need to know people’s views about our ideas for the law.</p> <p>We need to understand people’s views about what should happen in the future.</p> <p>This is so that we can make recommendations about what should happen to people in the future and what changes might be needed.</p>
	<p><b>How we will record and keep the information</b></p> <p>If we meet or speak with you to talk about your views, we will record what you say.</p> <p>We might record this in writing. We might also record this on a sound recorder.</p> <p>We will write out your views in a survey form for the review.</p> <p>We will not keep a copy of the survey form or of any audio recording outside of our secure computer systems.</p>



	<p>If you send us information by email about your experience and views we will save it on to our secure computer system.</p>
	<p>If you complete our online survey, your information will be saved on the secure systems used by the survey service that we use.</p> <p>We will also copy this information from the survey service to our secure computer systems.</p>
	<p>If you send us evidence in the post in writing, using pictures, or anything else we will scan the evidence and save it on our computer system.</p> <p>If we cannot scan the evidence we will photograph it and save the photograph on our secure computer system.</p> <p>We will not keep a paper copy or any other hard copy.</p>

	<p><b>How we will use the information</b></p> <p>In our computer system, we will take your views and compare them with views from other people.</p> <p>We will use this information as evidence for the review.</p> <p>The executive team will use these views to help it make decisions.</p> <p>We will use these views to help us write the final report for the review.</p> <p>When we write the report there will be no information that can be linked to you in any way.</p> <p>You might recognise yourself from a description of something that happened, or from words that you said.</p> <p>We do this because this can be very powerful and helpful for understanding.</p> <p>When we do this, we will make sure that no-one can be identified from the words.</p>
<p><b>6. How to see your information</b></p>	
	<p>If you want to see the information that we have recorded about you please contact us.</p> <p>You can contact us about this at any time whilst the review is going on. The review ends in December 2019. After that, the Mental Welfare Commission will continue to be responsible for your information until the consultation website for the review is closed at the end of June 2020.</p>

## 7. The length of time we will keep your information



The Mental Welfare Commission for Scotland will keep the information that you give the review in this stage 3 consultation, until the end of June 2020.

Then Mental Welfare Commission for Scotland will delete your information.

## 8. Who to contact



If at any time you have any questions about your information and how we are using them, please contact:

Catherine Evans

Project Manager

Review of the Mental Health Act for People with Learning Disability or Autism

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