



Membership Form 2023/24

Milan (Senior Welfare Organisation) Ltd
411 Gilmerton Road, Edinburgh EH15 1ND
Tel: 0131 475 2307 Email: admin@milanswc.org
www.milanswo.co.uk

Name

Address

.....

Postcode Tele

Email Address:

Date of Birth Age

Country of Birth/Origin:

Emergency Contact Name & Telephone No.:

Please Tick

Yes, I am happy for my photographs/videos to be used for publication or social media purposes.

No, I am not happy for my photographs/videos to be used for publication or social media purposes.

Membership Fee **£5.00**: Single Membership **£9.00**: Joint membership

I hereby apply for membership to Milan (Senior Welfare Organisation) and enclose the membership fee of **£5.00** or **£9.00**

Signature

Date

For office use only:

Milan SWO Privacy Notice

Important Info Overleaf

Here at Milan we take your privacy very seriously and will only use your personal information to administer your account and provide services you have requested from us.

The categories older people information that we collect, hold and share include:

- Personal Information (such as name, date of birth and address)
- Special categories of personal data (such as ethnicity, language, nationality, medical information, dietary requirements).
- Attendance Information (such as sessions attended, number of absences and absence reasons)
- Client Care Plan and communication log sheet.

Why we collect and use information

We use Clients data:

- to support Client time at Day Care Centre
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with Care Inspectorate Guidelines
- to administer clients account

Storing Client Data

- We hold client data for 3 years from the date the client leaves our Day Care Centre.
- Serious (reportable) accidents reports are kept until 7 years
- Safeguarding records are kept until 7 years.

Who we share Client Information with

- Our Local Authority
- Other agencies we may share information with;
 - Care Inspectorate (on occasion as required by law)
 - NHS (on occasion as required by law)

Milan SWO database is used for the above information.