

General Data Protection Regulations (GDPR)

Information for Trust members

New data protection regulations (GDPR) came into force on 25 May 2018. This document outlines what this means for members of our Trust.

About membership

As an NHS Foundation Trust we are accountable to the people in our local community. Members of the public can strengthen their connection with us by signing up to become a member of the Trust, as you have done.

Trust members are represented by an elected and appointed Council of Governors composed of members of the public, patients, staff and local organisations. They meet with the Board of Directors regularly and have an official duty to hold them to account for their performance on behalf of the people they represent.

Being a member gives you the opportunity to put your name forward to become a Governor and to vote for your Governor representative. This is all done through a formal election process. You can also contact your Governor if you have any concerns or suggestions about the services we provide.

Membership and the GDPR

According to the new data protection regulations all organisations need a legal basis for holding and processing data. In our case this is: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller."

Membership is central to the way NHS Foundation Trusts are run. We also need a broad membership that accurately reflects the communities we serve and are required to report statistical information about this to our regulators.

What data we store and where it is held

Your data is stored on a secure GDPR compliant database provided by Membership Engagement Services (MES). You can read more about MES in their [Privacy, Security and Copyright Statement](#). The database server is in the UK and is accessed by the Trust and MES via the internet.

We store the information you provided when you became a member. As a minimum this is your name, address and postcode, and depending on what information you gave us when you signed up, this could also include your phone number, email address, Twitter handle, date of birth, ethnic origin and gender.

We also store data on your preferred communication type, any ways in which you would like to be involved in the Trust, and whether you would like to opt out of being added to the public register (we are legally required to add

members' names and constituencies to a public register unless they opt out).

The Trust has an obligation to have a broad and balanced membership that is representative of the local population and we are required to report details of this to NHS Improvement. The data you have given us helps us to do that.

How we use your data

We occasionally contact you by email or post, according to the preference you selected when you signed up, with information we think you may be interested in about the Trust or healthcare in the region.

We also contact you about forthcoming elections to give you the opportunity to put your name forward to become a Governor, and to send you a voting pack when a poll is taking place in your area. We work with an independent electoral services provider to do this.

We will never sell your data or use it for marketing purposes.

How to update your data, change your preferences, or ask to be taken off the database

If you would like to see what data we hold or change any of your details, please contact ftoffice@sch.nhs.uk with your request.

We give you the opportunity to unsubscribe from email communications every time we send an email.

How long we keep your data

Your data will remain on the database until you let us know that you would like to cease being a member. We also remove the data of members where we receive a 'gone away' notice from Royal Mail. For all members that are 'deleted' identifiable information is removed and a basic record is retained for reporting purposes.

Further information

Information about the GDPR can be accessed on the [Information Commissioner's Office website](#).

If you have any concerns about how we are storing and using your data you can contact the Trust's Data Protection Officer at dataprotection@sch.nhs.uk or call 0114 271 7000 and ask for 'data protection'.