



MEMBERSHIP PRIVACY NOTICE

You have probably heard that there is a change in the law about how personal information is held. This notice is aimed at Public members of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust and provides details about what information we hold, why we hold it and how we use it.

Our membership is important to us and we really appreciate our members' continuing support. As a Foundation Trust we have a duty to maintain a representative membership. Our membership data is secured on a membership database which is hosted by the Trust. The information is taken from when you originally become a member of the Trust.

What information is collected and held?

The information we collect and hold on our Public members is as follows: Name, address, email, contact number, gender, date of birth and ethnicity. Our data sets are held on the basis of the 'legal obligation' and 'public task' conditions of the EU's General Data Protection Regulations (GDPR) and the UK's Data Protection legislation.

How do we use members' information?

The postcode allocates our Public members to the appropriate local constituency – Doncaster, Bassetlaw or Rest of England and Wales. We use the information for:

- Sending you our members' newsletter, Foundations for Health, each year
- To invite you to our Annual Members' Meeting
- To send you information about upcoming governor elections.

We aim to deliver as many of our membership communications by email to save on cost, but recognise that many of our members appreciate receiving a printed communication from us.

How long will we keep this information?

Your membership information will only be held for as long as you are a member of the Trust. You may request that your information is removed, which would mean you would no longer be a member.

Will we share your information with outside parties?

Your demographic information - typically your name and address - will only ever be shared with an approved supplier, in order to send any information you have chosen to receive, via a postal service, or for the purpose of enabling members to participate in governor elections, which are run by an independent company. The Trust will not sell your information, nor will it be used for marketing purposes.

Changes to information:

We ask our members to let us know of any changes to their information as and when they arise. Members can resign at any time, and if they do, we will remove and permanently delete their membership record. This is entirely separate from any patient or employment record we might hold.

What security controls are in place?

We want you to feel your information is secure and that we are committed to maintaining your privacy. The membership database and online registration form are protected against the loss, theft, misuse, or alteration of information through physical security and also different layers of security implemented throughout the database platform, for example hardware and application firewalls; intrusion detection systems; and SSL encryption.

How we will use your information:

The information you supply will only be used to contact you about the Trust, membership or other related issues and will be stored in accordance with the General Data Protection Regulations (GDPR) and UK Data Protection Legislation. If you have any concerns about how your data is being used you can write to:

The Trust Data Protection Officer at: Doncaster Royal Infirmary, Armthorpe Road, Doncaster DN2 5LT
Email: dbth.dpo@nhs.net