

Foundation Trust Members Privacy Notice

Why are we collecting your information?

We collect and store your information in order for us to communicate Trust news and events; in order for you to vote for your Trust Governor in the elections; in order that we are representative for the population that our Trust serves.

Who do we collect your information from?

We collect information directly from you.

Who are we?

The Trust is a 'Data Controller', this means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Rebecca Bradley (Head of Information Governance) to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with Data Protection legislation and to oversee data protection procedures.

The DPO contact details are:

York and Scarborough Teaching Hospital NHS Foundation Trust
York Hospital
Wigginton Road
York
YO31 8HE
yhs-tr.Information.Governance@nhs.net

What information are we collecting?

- Name and title
- Address
- Email address
- Telephone number
- Year of birth
- Ethnicity
- Gender
- Staff assignment number

What is our lawful basis for processing your information?

Any personal data we process is done so in accordance with the UK General Data Protection Regulation (UK GDPR). Our lawful basis for processing are:

Article 6(1)(e) Public Task: Processing is necessary for exercising official authority (for example, a public body's tasks, functions, duties or powers) which is laid down by law in relation to Schedule 7 of the National Health Service Act 2006.

Article 9 (2)(a) explicit consent, providing the Trust with your ethnicity is optional.

How long do we keep your information for?

Your information will be deleted after six years of your membership ends.

Who do we share your information with?

- If you have indicated that you prefer to receive voting papers by post we send your name and address to the organisation we have appointed to send out voting papers for the Governor elections.
- If you have indicated that you prefer to receive voting papers by email we send your email address to the organisation we have appointed to send out voting papers for the Governor elections.
- We are required to produce a list of members' names and the constituency they belong to, to anyone who requests it. If you have chosen to not be included in this register your name and constituency will not be shared.
- We are required to produce a list of members of the Council of Governors, interest of governors, directors and interest of the directors to anyone who requests it. We also publish these lists on our Trust website.

Do we transfer your information outside the UK?

Members information is not sent outside the UK.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above. To put in a Subject Access Request please contact:

Trust Headquarters
York Teaching Hospital NHS Foundation Trust
York Hospital
Wigginton Road
York
YO31 8HE

01904 631313

TrustHeadquarters@york.nhs.uk

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House Water
Lane Wilmslow
Cheshire
SK9 5AF

casework@ico.org.uk // 0303 123 1113