

Privacy Notice – Trust Foundation Membership

Plain English explanation

Processing of your personal information is necessary for the purposes of carrying out our obligations as a Foundation Trust under the NHS Act 2006 and the processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. The Trust does not require explicit consent of members to process their personal data if the purpose falls within the legal basis detailed below.

We will use your data in order to issue written communications relating to governor elections, six monthly newsletters and other ad hoc communications relating to the Trust’s business and developments in service.

<p>1) Data Controller contact details</p>	<p>Southend University Hospital NHS Foundation Trust, Prittlewell Chase, Westcliff-on-Sea, Essex, SS0 0RY T: 01702 435555 ICO Registration number: Z1972899</p>
<p>2) Data Protection Officer contact details</p>	<p>Matt Barker, Group Head of Information Governance Basildon and Thurrock University Hospital NHS Foundation Trust, Nethermayne, Basildon, Essex, SS16 5NL Tel: 01268 524900 Email: informationgovernance@btuh.nhs.uk</p>
<p>3) Purpose of the processing</p>	<ul style="list-style-type: none"> • To enable the Foundation Trust to discharge its statutory duties to keep members informed about service developments, proposed changes and the Trust’s performance by providing newsletters, other written and electronic communication. • To enable the Foundation Trust to administer elections to the Council of Governors • To enable the Foundation Trust to assess its compliance against the statutory requirement to ensure that the membership is reflective of the population served by the Trust.
<p>4) Lawful basis for processing</p>	<p>The legal basis will be</p> <p style="padding-left: 40px;">Article 6 (1) a “the data subject has given consent to the processing of his or her personal data for one or more specific purposes.”</p> <p style="padding-left: 40px;">AND</p> <p style="padding-left: 40px;">Article 6 (1) (c) “processing is necessary for compliance with a legal obligation to which the controller is subject.”</p> <p style="padding-left: 40px;">And</p> <p style="padding-left: 40px;">Article 9 (2) a “the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.”</p> <p style="padding-left: 40px;">And</p> <p style="padding-left: 40px;">Article 9 (2) g “processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.”</p>

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5) Recipient or categories of recipients of the shared data	<ul style="list-style-type: none">• Our internal Corporate Governance and Membership Services Team administer the membership database• Your name and the constituency you belong to is held on the public register, unless you have requested to be removed from the public register;• Your name and address will be shared with external mailing companies who we instruct on an ad hoc basis to send out communications on our behalf regarding elections and newsletters.
6) Rights to object	You have the right to object to some or all of the information being processed. Contact the Data Controller or the Foundation Membership Team.
7) Right to access and correct	You have the right to: <ul style="list-style-type: none">• Request access to the personal data we hold about you• Request the correction of inaccurate information recorded in our records• Request that your information be deleted or removed where there is no need for us to continue processing it and where the retention time has passed• Ask us to restrict the use of your information where appropriate• To object to how your information is used• To challenge any decisions made without human intervention (such as, automated decision making).
8) Retention period	All records held by the NHS are subject to the Records Management Code of Practice for Health and Social Care Act 2016 (the Code). The Code sets out best practice guidance on how long we should keep your patient information before we are able to review and securely dispose of it.
9) Right to Complain.	You have the right to complain to the Information Commissioner’s Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)