

Privacy Notice

About this Privacy Notice

This document provides you with everything you need to know about how we handle data, which data we process on behalf of our Foundation Trust Members, why we process it and what your rights are.

The Privacy Notice concerns the data for which we are the Data Controller.

Security of information

We take our duty to protect your personal information and confidentiality very seriously and we are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper.

The Information we hold

The Information we hold about you on our membership database include your name and postal address. You may also have consented to provide the following when you originally became a member of the Foundation Trust – email address, date of birth, telephone number, gender, ethnic group and disability information.

Why we hold your information

Your Foundation Trust membership is important to us and we really appreciate our members' continuing support for the hospital. Foundation Trust's have a duty to maintain a representative membership, run elections, and ensure the membership is representative of the locality, which we can only do by holding your information.

How we use the information we hold

The postcode allocates our Public Members to the appropriate local constituency and the employment category to the appropriate Staff constituency for Staff Members.

We 'process' or use the information for sending you our Member' newsletters, surveys, invitations to any meetings taking place within your area and to invite you to our Annual Members Meeting.

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.

All our membership information is held on a secure server by Membership Engagement Services (MES) who carry out mailings on the Trust's behalf. MES, are part of ERS (Electronic Reform Services) Group and are a leading provider of services and have policies in place to handle your data securely.

MES provide the Returning Officer role when we hold elections for Governors, so they will send out voting packs and receive these from you to be counted. After a Governor election, the votes are retained by the Returning Officer for a few weeks in case there is a dispute about the election and then destroyed. This requirement is set out in the Trust's Election Rules.

Keeping your information

We will only use and store your information for as long as it is required for the purposes it was collected for and within the law and national guidance for records management. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

The lawful basis for processing your personal Information

The Foundation Trust is processing membership data because there is a statutory requirement to do so and because it is exercising its official authority as a public body.

Your Rights

You have the right to:

- Be informed about how the Foundation Trust uses your personal data
- Request access to your personal data that the Foundation Trust holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased, where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed
- You have the right to lodge a complaint with our supervisory authority, the Information Commissioner's Office, website: www.ico.gov.uk

Data Protection Officer

If you have any queries around how we use your personal data the Data Protection Officer for Airedale NHS Foundation Trust can be contacted via:

Airedale NHS Foundation Trust
Airedale General Hospital
Skipton Road
Steeton
Keighley
West Yorkshire
BD20 6TD

Telephone: 01535 652511

Freedom of Information

The Freedom of Information Act 2000 provides any person with the right to obtain information held by Airedale NHS Foundation Trust subject to a number of exemptions.

If you would like to request some information from us, please visit the Publications/Freedom of Information section of our website at:

<http://www.airedale-trust.nhs.uk/contact-us/freedom-of-information/>

or

Email FOI@anhst.nhs.uk

Further information

General enquiries regarding this Notice can be made to the Trust's Information Governance Service on 01535 652511