

## Foundation Trust member privacy notice

This privacy notice explains what personal information we collect from you, how we store this personal information, how long we retain it and with whom and for which legal purpose can process it.

<p><b>Who we are</b></p>	<p>West Suffolk NHS Foundation Trust (WSFT) serves a predominantly rural geographical area of roughly 600 square miles with a population of around 280,000. The main catchment area for the Trust extends to Thetford in the north, Sudbury in the south, Newmarket to the west and Stowmarket to the east.</p> <p>We provide a range of acute and community services with associated inpatient and outpatient facilities. With a turnover of £240m, we are one of the largest employers in Suffolk, employing more than 3,400 whole time equivalent staff. There is a purpose built Macmillan Unit for the care of people with cancer, a dedicated Eye Treatment Centre and a Day Surgery Unit where children and adults are treated and go home on the same day.</p> <p>The Trust is registered with the Information Commissioner’s Office (ICO) to process personal and special categories of information under the General Data Protection Regulation 2016/679 and our registration number is Z6847094.</p>
<p><b>Why do we collect personal information about you?</b></p>	<p>The Trust collects, stores and processes personal information about our Foundation Trust members to ensure compliance with legal or regulatory requirements.</p>
<p><b>What is our legal basis for processing your personal information?</b></p>	<p>Processing of your personal information is necessary for the purposes of carrying out our obligations as a Foundation Trust under the NHS Act 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 above.</p>

<p><b>What personal information do we need to collect about you, and how do we obtain it?</b></p>	<p>Personal information about you will largely be collected directly from you during the application process.</p> <p>In order to carry out our activities and obligations as a Foundation Trust we handle data in relation to:</p> <ul style="list-style-type: none"> <li>• Personal demographics (including gender, race, ethnicity)</li> <li>• Contact details such as names, addresses, telephone numbers</li> <li>• Disability.</li> </ul>
<p><b>What do we do with your personal information?</b></p>	<p>Your personal information is processed to:</p> <ul style="list-style-type: none"> <li>• Hold in our secure membership register database</li> <li>• Communicate with you, such as newsletters and events</li> <li>• Provide statistics to our regulator and as part of our reporting requirements.</li> </ul>
<p><b>Who do we share your personal information with and why?</b></p>	<p>We will not routinely disclose any information about you without your express permission. However, in order to enable effective administration and comply with our obligations as a Foundation Trust, we will share the information which you provide during the course of your membership with:</p> <ul style="list-style-type: none"> <li>• Membership Engagement Services, who administer our membership register database</li> <li>• 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.</li> </ul> <p>Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Personal information is only shared with those agencies and bodies who have a 'need to know' or where you have consented to the disclosure of your personal data to such persons.</p> <p>Where possible, we will always look to anonymise your personal information unless there is a legal basis that permits us to use it, and we will only use/share the minimum information necessary. However, there are occasions where the Trust is required by law to share information provided to us with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.</p>

<p><b>How we maintain your records</b></p>	<p>Your personal information is held in electronic form for the duration of your membership, after which it is deleted. We will use our hospital systems to check the accuracy of demographic information to meet our data protection obligation to keep your information up to date.</p> <p>We have a duty to:</p> <ul style="list-style-type: none"> <li>• Keep records about you confidential and secure</li> <li>• Provide information in a format that is accessible to you.</li> </ul>
<p><b>What are your rights?</b></p>	<p>If we need to use your information for any reasons beyond those stated above, we will discuss this with you and ask for your <b>explicit</b> consent. GDPR 2016/679 gives you certain rights, including the right to:</p> <ul style="list-style-type: none"> <li>• Request access to the personal data we hold about you</li> <li>• Request the correction of inaccurate information recorded in our records</li> <li>• 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</li> <li>• Ask us to restrict the use of your information where appropriate</li> <li>• To object to how your information is used</li> <li>• To challenge any decisions made without human intervention (such as, automated decision making).</li> </ul>
<p><b>Data Protection Officer</b></p>	<p>Head of Information Governance          Information Governance Team          West Suffolk NHS Foundation Trust          Hardwick Lane          Bury St Edmunds          IP33 2QZ</p>