

Effective: 25th May 2018

Membership Privacy Notice

As a result of a revision of the Data Protection Act 1998, the new General Data Protection Regulation (GDPR) 2016 (and Associated Data Protection Act 2018) require the Trust to ensure that its Trust members are aware of the personal data The Trust holds on each member, how it collects that data and with whom it is shared.

The Data Controller is: **The Dudley Group NHS Foundation Trust (The Trust).**

The Data Protection Officer is: **Sharon Williams** sharonwilliams2@nhs.net

The Data Processor is: **Membership Engagement Services Limited (MES) whose registered office is at 33 Clarendon Road, London, N8 0NW**

This information is collected at the time you apply to become a Foundation Trust Member and is held on a secure database in your confidential Personnel Record and securely within the Electronic Staff Record.

Type and categories of personal data to be processed:

Personal Data is public membership data as detailed below.

Project for which processing of personal data is required:

For the collection, retention and maintenance of the Foundation Trust membership as per the requirements set out in the Trust Constitution (*link here to Constitution on website*). This may include mailings and other communication services relating to Trust activities, updates and Governor elections.

Purpose of processing of personal data:

The Personal Data will be processed only for the purposes of retaining and maintaining a membership as part of the Trusts governance and constitutional requirements.

Personal data to be collected: Personal Data is membership data to consist of full name, address, email address, telephone number and other communication channel data and preferences, ethnicity, date of birth, socio demographic information and other sensitive personal data deemed to be required by the Client for analysis and reporting purposes, interests and connection/relationship with the organisation.

Disposal and destruction of personal data As agreed in writing between the parties should the contract be terminated.

You have the right to access this information to ensure that it is accurate please contact our Foundation Trust office if you would like to do this. Please inform our Foundation Trust office if you change your Name, Address or Contact Telephone Number(s) so that your membership record may be updated. Alternatively email dgft.foundationmembers@nhs.net

The information you provide will be stored and processed by the Data Processor. The information will be kept confidential and not shared with organisations other than those with legitimate

statutory function e.g. The Returning Officer for Council of Governors elections, and will be used to keep you informed of forthcoming events and developments within the Trust on a regular basis.

Your data is processed in accordance with the provisions of the GDPR as below: -

6(1)(e) ‘...for the performance of a task carried out in the public interest or in the exercise of official authority...’

Updating your Foundation Trust Membership

For us to continue to contact you about membership matters and make sure that we have the correct contact information for you, please contact the Foundation Trust office by calling 01384 321124, emailing dgft.foundationmembers@nhs.net or via the Trust website by clicking [here](#)
[Consent can be withdrawn at any time.](#)

Note for Staff Foundation Trust Members. The Dudley Group gained Foundation Trust status in 2008 and all staff employed directly by the Trust may become a member of the Trust. For us to continue to contact you about membership matters and make sure that we have the correct contact information for you, please contact the Foundation Trust office by calling 01384 321124, emailing dgft.foundationmembers@nhs.net or via the Trust website by clicking [here](#) ([query whether we use this link to membership details update page <http://dudleygroup.nhs.uk/about-us/foundation-trust/update-your-membership-details/>](#)).
[Consent can be withdrawn at any time.](#)

Personal information, including your name, address and staff group will NOT be shared with anyone else outside of The Trust, other than those with legitimate statutory function e.g. The Returning Officer for Council of Governors elections, the following condition for lawful processing will apply:

6(1)(e) ‘...for the performance of a task carried out in the public interest or in the exercise of official authority...’