

## PRIVACY NOTICE – FOUNDATION TRUST MEMBERSHIP

### The Robert Jones & Agnes Hunt Orthopaedic Hospital NHS Foundation Trust

#### Introduction

This document summarises who we are, what information we hold about you, what we will do with the information we hold including who we may share it with and how long we will keep the information for. This document also explains what rights you have with respect to your information.

#### Who are we?

The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust (RJAH) is a leading orthopaedic centre of excellence. A specialist hospital with a reputation for innovation, the Trust provides a comprehensive range of musculoskeletal (bone, joint and tissue) surgical, medical and rehabilitation services; locally, regionally and nationally.

Because RJAH is a foundation trust, it needs to maintain a Trust membership scheme.

The Trust is registered with the Information Commissioner's Office (Registration Number Z4918057).

Our name, address and contact details are:

The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation,

Oswestry,

Shropshire,

SY10 7AG

Telephone: 01691 404000

#### Why do we collect information about you?

We need information about you so that we can manage and maintain the Trust membership system. Trust membership is an inherent part of the governance arrangements of a Foundation Trust and is authorised under the NHS Constitution.

#### What types of information do we use?

*Personal data* means any information relating to an identified or identifiable individual; an identifiable person is one who can be identified directly or indirectly.

#### What do we use information for?

The trust will use your information only for the purposes of managing and maintaining your membership of the Trust.

Where we do this we will process your **personal data** because it is necessary **for the performance of a task carried out in the public interest**.

There may be occasions when we will be obliged to process your information in order to comply with a court order, to prevent or detect crime or to comply with the law. Where we do this we will process your **personal data** to **comply with a legal obligation** to which the Trust is subject

If we process your information for other purposes that are not described above then we will seek your **consent** to do so before we process it

### **With whom do we share your information?**

We share your information with Membership Engagement Services Limited (MES) in order that they can host the membership database. It is not given to any other third party unless we are legally obliged to do so

Your demographics information, for example, your name and address, will be shared with an approved supplier, in order to send any information in relation to your membership of the Trust or for the purposes of enabling members to participate in Governor Elections, which are required to be run by an independent company

We will not share your information for marketing, social media or insurance purposes unless we have your **consent** to do so

### **How long do we keep your personal information for?**

Your membership information will only be held for as long as you are a member of the Trust. You may request that your information is removed, which means you would no longer be a member.

If you no longer wish to be a member you can contact the Trust Secretary at the address above to confirm this.

### **What measures do we take to protect your information?**

We take our duty to protect your personal information and confidentiality seriously. 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.

We have appointed a Senior Information Risk Owner (SIRO), a 'Caldicott Guardian' and Data Protection Officer (DPO) who between them are responsible for the management of patient information and patient confidentiality. We also have a team of people involved in Information Governance who provide support to these roles. We use controls systems in place to allow only those that have a need to access your health records are allowed to do so and we have monitoring systems in place to verify who has accessed your health records.

Under the NHS Confidentiality Code of Conduct, all our staff are also required to protect your information, and inform you of how your information will be used.

Everyone working for the NHS is subject to the common law duty of confidentiality. Information provided in confidence will only be used for the purposes advised or consented to by the service user, unless it is required or permitted by the law.

### **What are your rights in relation to your personal information?**

Unless subject to an exemption, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Trust holds about you
- The right to request that the Trust corrects any personal data if it is found to be inaccurate or out of date

- The right to request your personal data is erased where it is no longer necessary for the Trust to retain such information – **as the hospital's lawful basis to process falls under *performance of a task carried out in the public interest*, this aspect does not apply**
- The right to withdraw your consent to the processing at any time if you have previously given consent for processing
- The right to request that the Trust provide you with your personal information and where possible, to transmit that data directly to another data controller, where your information has been processed with your consent
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

Further information about your rights can be found via the Information Commissioners website, which is <https://ico.org.uk/>

### **What happens if we need to transfer your information abroad?**

The Trust will not transfer your information outside the European Union. If this changes at any point we will inform you of that change and the circumstances of how it will be processed.

### **What if we wish to use your information for another purpose?**

If we wish to use your personal information for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we ensure there is a legal justification for such processing.

### **Where can you get further information?**

If you do not wish to have your information used in any of the ways described, please contact:

Laura Peill - Data Protection Officer

Trust Offices

RJAH Orthopaedic Hospital NHS Foundation Trust

Oswestry

Shropshire SY10 7AG

Telephone number 01691 404358