

PRIVACY NOTICE

We take your privacy very seriously and have a legal duty to protect all personal data obtained from you. This document outlines how we collect and use your data and gives you information about your rights.

Who We Are

Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) is a health and social care organisation with clinical teams providing different services in inpatient, community and primary care setting.

For legal purposes, **CPFT** is known as the data controller.

If you need any further information please contact us at Cambridgeshire and Peterborough NHS Foundation Trust, Fulbourn Hospital, Cambridge Road, Fulbourn, Cambridge CB21 5EF or via email at foundationtrust@cpft.nhs.uk

Our Data Protection Officer can be contacted at informationgovernance@cpft.nhs.uk

How do we collect and use your information?

When you complete a membership application form

You can become a member by completing our online or paper application form. Your personal data is required in order to sign you up as a member of CPFT. We will then use that information to invite you to nominate yourself and vote for candidates in the Trust's annual Governor elections. If you agree, then we will also communicate with you about general membership matters as well as inviting you to Trust events.

We do collect demographic data to enable us to ensure the membership is representative of our stakeholders, including service users and carers. This information ensures that you are placed in the correct electoral constituency. We do not share this information with third parties other than with NHS Improvement, our regulator, as and when required.

Communication may be via post, email, telephone or SMS text depending on what information you have chosen to provide.

Information collected via the website

Information entered via our website is gathered in two ways: indirectly (for example, through our site's technology); and directly (for example through information that you enter). Examples of information we collect indirectly are your internet (IP) address which is automatically collected and is placed in our internet access logs and the date and time of when you access the site. Examples of information collected directly are the details you may enter in order for us to be able to communicate with you.

We may also use Cookies, which are small text files stored on your computer or device when you visit a website, which allow the website to work properly and help keep it secure and help us to understand how people are using the website so that we can improve it. You can opt out of cookies at any time, following the instructions in your browser. These are typically found under 'Tools' and 'Options' (PC) or 'Preferences' (Mac) though the details vary from browser to browser.

Sharing Your Data

We will share your information with Membership Engagement Services Limited (MES), a data processor registered with the Information Commissioners Office. They work on our behalf to gather personal data and fulfil services on our behalf. They cannot pass on your data or use it to fulfil services for other companies or their own interests.

Annually, we will share your name, contact details, date of birth and constituency (email or postal address) with the electoral service, UK Engage in order for us to be able to run the Governor elections this year. Both parties are bound by a data agreement to ensure the correct processing of your information. They cannot pass on your data or use it to fulfil services for other companies or their own interests.

Your information will not be shared with any other party unless it is to maintain the quality and accuracy of the data or we are legally required to do so if required to comply with a current judicial proceeding, a court order or legal process.

The Lawful Bases We Rely on

The General Data Protection Regulation (GDPR) sets out a number of different reasons for which an organisation can collect and process your personal data.

The processing and collection of your data will be with your consent. In addition, under the NHS Act 2006 we will process any Special Category Data (e.g. ethnic origin, disability, faith/religion and sexual orientation) as a legal obligation, to ensure that we have a membership which is representative of our service users and carers.

Your Rights

You have the right to access your personal data (to ask us what information we hold about you). You have the right to ask for your data to be updated or corrected and for us to restrict processing of data at that point in time. You have the right to ask us to remove you as a member and to stop processing your data.

For all of the above, please do get in touch. Where we are obliged to comply with your request we will do so as quickly as possible and within 1 month.

How long will we keep your information?

Your data will only be kept for as long as is necessary, in line with the law and national guidance. <https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016>

Complaints

If you have a complaint about the way we use your data please contact us. If we can not resolve the problem for you, you can also contact 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)

There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)