

Managing your information

A guide for Foundation Trust members and governors



A full version of this document
can be found on our website www.nsft.nhs.uk

Norfolk and Suffolk NHS Foundation Trust (the Trust) provides mental health care services to the residents of Norfolk and Suffolk.

Our services include mental health, learning disabilities, eating disorders and wellbeing.

The Trust is registered with the Information Commissioners Officer as a Data Controller.

With effect from 25th May 2018, the General Data Protection Regulations (GDPR) as enacted by the Data Protection Act 2018 (DPA18) come into force. During the course of its activities, the Trust collects, stores and processes personal data about its members and governors. This privacy notice confirms in summary:

- The lawful reasons for processing personal data
- The type of personal data we hold and how we may process and use this data
- Data subject rights under GDPR and DPA18

Our main trust wide privacy notice, which sets out in full the Trust's lawful reasons for processing your personal data and all of your rights under the GDPR and the DPA18 is available to view and download at www.nsft.nhs.uk

The lawful reasons for processing personal data

Under the GDPR, the Trust does not require your consent to process your personal data. Our lawful reasons for processing this data (including special category data) are as follows:

6 (1) (c)	Processing is necessary for compliance with a legal obligation to which the controller is subject
6 (1) (e)	Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
9 (2) (g)	Processing is necessary for reasons of substantial public interest

In addition to these lawful reasons, the NHS Act 2006 sets out the legal requirements of an NHS Foundation Trust.

What types of personal data do we hold and how we may process and use this data?

- Personal details (including the nine protected characteristics as defined by the Equalities Act 2010)
- Contact details (including names, addresses, telephone numbers and email addresses)
- Visual images
- Financial details
- Employment details
- Offence and alleged offences
- Trade union membership
- Physical or mental health details
- Data relating to your health
- Responses to surveys

What is the purpose of processing data?

- Administration of the Foundation Trust Membership and Governors Elections
- To fulfil our obligations under NHS Act 2006

The personal data we collect may be shared with other agencies and sources

In addition to the processing and lawful reasons detailed above, we will share the data you provide, without your consent, to the following:

- The Electoral Reform Service
- The Membership Engagement Service

This fulfils our legal obligations under the NHS Act 2006 and the Equality Act 2010.

Where there is a requirement to send personal data outside the European Economic Area (EEA), staff will obtain prior authorisation from IG Services to ensure that the necessary safeguards and measures are implemented prior to the disclosure of personal data.

How long do we keep personal data?

Your personal data is kept securely and in line with the DoH Records Management Code of Practice for Health and Social Care 2016.

Your Rights (full details can be found on our website www.nsft.nhs.uk)

You still have rights under the GDPR just like you did under the Data Protection Act 1998:

- **Right to be Informed** - Told about the data we hold
- **Right to Access** - You can ask for a copy of the information we hold about you by contacting our information rights team
- **Right to Rectification** - You can ask us to review any of the information that you feel is inaccurate
- **Right to Restrict Processing** - You can ask us to stop using your information but only if the information is wrong or we are using it outside our lawful reasons to do so
- **Right to Object** - Does not apply if we are using your information within our lawful reasons for doing so
- **Right to Complain** - You can complain to the Trust's Data Protection Officer if you are worried about how we are using your information, or you can complain to the Information Commissioner who looks after the use of information in the UK
- Our lawful reasons for using your information mean that the rights that deal with automated decision making, data portability and erasure do not apply

For further information contact

Information Rights Team
Norfolk and Suffolk NHS Foundation Trust
Kestrel House
Hellesdon Hospital
Drayton High Road
Norwich
NR6 5BE

Tel: 01603 421108 / 421264
Email: informationrights@nsft.nhs.uk

Mr Richard Green
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