

## Privacy Notice for Public Members

<b>Who is the Controller of the information under the General Data Protection Regulation (Data Protection Act)?</b>	<p>Tees, Esk and Wear Valleys NHS Foundation Trust</p> <p>Membership Engagement Services via a legal contract are the Data Processors.</p>
<b>Who is the Data Protection Officer?</b>	<p>Louise Eastham, Head of Information Governance, Information Governance Department, Tarncroft, Lanchester Road Hospital, Durham, DH1 5RD.</p>
<b>What is the purpose of holding and processing information?</b>	<p>Your information is held on a register for the sole purpose of being a public member of Tees, Esk and Wear Valleys NHS Foundation Trust (the Trust).</p> <p>This is for the delivery of mental health, learning disability and eating disorder services within the areas of the Trust.</p>
<b>What is the legal basis for holding information?</b>	<p>As you have completed an application form to join our membership register you have consented to your information being held for the purposes of membership of the Foundation Trust.</p> <p>As a Foundation Trust, there is a legal basis for having a representative public membership.</p> <p>This requires Foundation Trusts to hold:</p> <ul style="list-style-type: none"><li>• Personal data such as information about an individual's name, address and contact details.</li><li>• Special Category data such as ethnicity and gender (where provided by you) and social demographic information</li></ul> <p>This is set out in the NHS Act 2006 and the Health and Social Care Act 2012.</p>

<p><b>What are your rights?</b></p>	<p>You have the right to know how we will use your personal information.</p> <p>You have the right to object to us making use of your information.</p> <p>You can ask us to change or restrict the way we use your information and we have to agree if possible.</p> <p>You have the right to ask for your information to be changed, blocked or erased if it is incorrect.</p> <p>You have the right to be removed from our register of membership.</p>
<p><b>What information is held?</b></p>	<p>We hold personal information about you in terms of:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Your address</li> <li>• Email or telephone contact details (where provided by you)</li> <li>• Date of Birth (where provided by you)</li> <li>• Ethnicity (where provided by you)</li> </ul> <p>We do not hold information on any clinical conditions and medical records.</p> <p>We also hold social demographic information based on your address.</p> <p>We hold the level of membership which you will have selected or been allocated via a default level and how you wish us to communicate with you.</p> <p>We also hold information as to whether you are happy for your details to be included within a public register if requested.</p>
<p><b>Who will you share my information with?</b></p>	<p>Your information will be available to the Trust Secretary's Department.</p> <p>Where you have consented to your details being made available via a public register – your name and allocated</p>

	<p>Constituency (based on the area that you live) would be made available.</p> <p>Your information will not be used for any other purpose other than keeping you informed about the work of the Foundation Trust.</p>
<p><b>How long will you hold my details for?</b></p>	<p>Your details will be held by us until such a time you ask to be removed from our register.</p>
<p><b>How do you store my information?</b></p>	<p>Your information is stored on an external electronic database managed under contract by the Foundation Trust.</p> <p>Our contractor (Membership Engagement Services) complies with all Data Protection requirements within the Act and also set by us as a Trust.</p>
<p><b>How will you protect my privacy and confidentiality?</b></p>	<p>Your information will only be used for the purposes of public membership and will not be shared outside of the Foundation Trust.</p>
<p><b>How will you meet my communication needs?</b></p>	<p>We will communicate with you either by post or email based on the preference that you state when joining our membership register.</p> <p>This preference can be changed at any time.</p> <p>If you require information in an alternative format please speak with us and we can agree a suitable communication method.</p>