

---

# Member's privacy notice - General Data Protection Regulation (GDPR)

The purpose of this notice is to inform you of the type of information that Wirral Community Health and Care NHS Foundation Trust (WCHC) holds; how that information is used; who we may share that information with; and how we keep it secure and confidential.

## Data Controller

WCHC are registered as a Data Controller with the Information Commissioner's Office (ICO) and are committed to protecting the rights of individuals in line with the General Data Protection Regulation 2016 (GDPR).

**Address:** Wirral Community Health and Care NHS Foundation Trust, Derby Road, Birkenhead, Wirral, CH42 0LQ

**Telephone:** 0151 514 2888

## Data Protection Officer

WCHC has a Data Protection Officer who can be contacted through [wcnt.dpo@nhs.net](mailto:wcnt.dpo@nhs.net)

## What information is collected about me?

The trust uses a paper and electronic 'become a member of the trust' form. When you complete the electronic 'become a member of the trust' form information is gathered in two ways: indirectly (for example through the sites technology); and directly (for example the information you provide. Examples of information we collect indirectly are your IP address from which you access the website, and the date and time of when you access the site.

The information that we collect directly from yourself includes a combination of personal and special category information:

- basic details; your name, address, telephone numbers, date of birth and email
- gender
- sexual orientation
- ethnicity
- information relating to a disability and/or a long term condition

Continued overleaf...



### Why is information collected about me?

- to sign you up as a member of WCHC
- to send you information about general membership matters
- to ensure that trust membership fully represents the people we serve

### What is the legal basis for processing my information?

The legal basis for the processing of your information for the purposes listed above is your consent. We only collect information that you want to provide to us. Any consent you provide may be withdrawn at any time, for more information on this please see **'How long do you keep my information for?'**

### How do we keep your information confidential and safe?

Membership data within WCHC is secured on a membership data base which is hosted by Membership Engagement Services Limited (MES). Civica is a wholly owned subsidiary of Electoral Reform Services Limited (ERS).

### Who will my information be shared with?

We share your information with Civica so that they can host the membership database. It is not given to any other third party unless we are legally required to do so.

Your demographic information (name and address) will also be shared with an approved supplier, in order to send any information you have chosen to receive, via the postal service, or for the purpose of enabling members to participate in Governor Elections, which are required to be run by an independent company.

Your information is never collected or sold for direct marketing purposes. Your information is not processed overseas.

### How long do you keep my 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 would mean you would no longer be a member. For more information, please contact us:

**Email:** [foryouwithyou@nhs.net](mailto:foryouwithyou@nhs.net)

**Phone Number:** 0151 514 2888

### What are my rights?

Data Protection law gives individuals rights in respect of the personal information that we hold about you. You have the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.

Continued overleaf...



6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

### **What if I have concerns about the use of my information?**

We may use the information we hold about you to detect and prevent crime or fraud. We will also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

### **Individuals' Rights**

Data Protection law gives individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

### **What if I have concerns about the use of my information?**

Should you have any concerns about your information, please contact our Data Protection Officer:

Email: [wcnt.dpo@nhs.net](mailto:wcnt.dpo@nhs.net)

Tel: 0151 514 2202

If you are still unhappy with the outcome of your enquiry you can write to:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 01625 545700

If you would like this information in another format, please contact the Your Experience Team on freephone 0800 694 5530. Alternatively you can email [wcnt.yourexperience@nhs.net](mailto:wcnt.yourexperience@nhs.net)

For general enquiries please ring: 0151 514 2888

