

PRIVACY NOTICE – FOUNDATION TRUST MEMBERSHIP

Liverpool Women's 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 Liverpool Women's Hospital is a public organisation providing specialist medical services such as Gynaecology, Maternity, Fertility and Genetics. Because the Liverpool Women's is a foundation trust, it needs to maintain a Trust membership scheme.

The Trust is registered with the Information Commissioner's Office (Registration Number **Z7119932**)
Our name, address and contact details are:

Liverpool Women's Hospital NHS Foundation Trust
Crown Street
Liverpool L8 7SS
Tel: 0151 708 9988
www.liverpoolwomens.nhs.uk

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 your information for?

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

The hospital may record telephone conversations for training and monitoring purposes

Information we may receive about you which may not be supplied by you

We may receive information about you which you haven't provided to us. This could be, for instance:

- If we are verifying or validating your identity or otherwise confirming your applicability to be a Trust member
- If we receive information in the form of an alert or warning and are legally obliged to act on it

What is the lawful basis to process your information?

The General Data Protection Regulations and the Data Protection Act 2018 allow us to process your data under the following conditions:

Where we process your **personal data**, we will do so 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

The Trust does not undertake automated decision-making or profiling of your personal information

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 who between them are responsible for the management of confidentiality. We also have a specific department led by a Head of Information Governance. We use control systems to allow only those that have a need to access your records and we have monitoring systems in place to verify who has accessed your 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, 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 Liverpool Women's Hospital holds about you
- The right to request that the Liverpool Women's Hospital 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 Liverpool Women's Hospital to retain such information
- 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 Liverpool Women's Hospital 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 Liverpool Women's Hospital 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 or wish to enact any of your rights under this notice, please contact:

Data Protection Officer
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS
Telephone number 0151 708 9988
Email: dataprotectionofficer@lwh.nhs.uk

The Trust website address is www.liverpoolwomens.nhs.uk

For general enquiries you can contact the Head of Information Governance at the same address as above or by telephone on 0151 702 4386