



## Privacy Notice – Foundation Trust Membership

### Public Membership

Members are the lifeblood of South East Coast Ambulance Service NHS Foundation Trust (SECAMB). Only by involving our patients, partners, our staff and the public can we be sure we're listening to people and making improvements based on what matters to you. And as a Foundation Trust our members also play a vital role in becoming Public Governors and voting for Governors who will work with our Board of Directors.

During the course of its activities, SECAMB collects, stores and processes personal information in relation to its staff and those who have signed up to be a public member (a member must be at least 16 years old).

We recognise the need to treat all personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

### Trust Constitution

The Trust has a constitution, which details that the Trust shall have members, each of whom shall be a member of one of the following constituencies:

- A public constituency - an individual who lives in an area served by the Trust.
- A staff constituency - an individual who is employed by the Trust.

The Trusts constitution can be viewed online here:

[http://www.secamb.nhs.uk/about\\_us/document\\_library.aspx](http://www.secamb.nhs.uk/about_us/document_library.aspx)

### What types of personal data do we handle?

In order to carry out our activities and obligations as a Trust we handle membership data in relation to:

- Personal demographics (including gender, ethnicity, sexual orientation, date of birth)
- Information to confirm whether you are a carer, patient or SECAMB volunteer
- Details of involvement preferences such as attending events, responding to surveys or becoming a governor.
- Contact details such as names, addresses, telephone numbers and email addresses.
- Medical information (any declared disability)

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

Your information is never collected or sold for direct marketing purposes.

### What is the purpose of processing data?

Foundation Trusts are different from standard NHS Trusts. They have freedom to decide locally how to meet their obligations and they are accountable to local people and staff who can become members and Governors. As a Foundation Trust SECAMB has a statutory duty to ensure that its membership is representative of the organisation and the areas it serves (Kent, Surrey, Sussex and parts of North East Hampshire).

The Trust has a membership leaflet which provides more information, this can be viewed online [http://www.secamb.nhs.uk/get\\_involved/membership\\_zone.aspx](http://www.secamb.nhs.uk/get_involved/membership_zone.aspx) or request a hard copy from the Membership Office.

Should you decide you no longer wish to be a member of the Trust then please contact the Membership Office as follows:

Email: [ftmembership@secamb.nhs.uk](mailto:ftmembership@secamb.nhs.uk)

Tel: 0300 123 9180 Mobile/SMS: 07770 728 250

Postal address:

Membership Office

South East Coast Ambulance Service NHS Foundation Trust

Nexus House

4 Gatwick Road

Crawley

RH10 9BG

### **Use of Third Party Companies**

To enable effective administration of its membership, South East Coast Ambulance Service NHS Foundation Trust membership register is held securely with an external company. The company is compliant with ISO27001 (the international standard for best practice for an information security management system) and a data processing agreement is in place.

Your information is not processed overseas.

### **Individuals Rights**

Data Protection laws 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)

Please visit our website for further details on this. Should you have any further queries on the uses of your information, please contact the Membership Office [ftmembership@secamb.nhs.uk](mailto:ftmembership@secamb.nhs.uk)

Should you wish to lodge a complaint about the use of your information, please contact our Data Protection Officer: [caroline.smart@secamb.nhs.uk](mailto:caroline.smart@secamb.nhs.uk)

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.