

Membership Privacy Notice

Who is our Data Protection Officer (DPO)?

Our DPO at Sussex Partnership NHS Foundation Trust is: Ellen Lim, Associate Director of Legal Affairs and Governance. The DPO can be contacted at DataProtectionOfficer@sussexpartnership.nhs.uk

Who is our nominated representative for the purposes of Data Protection Act (DPA) /General Data Protection Regulation (GDPR)?

Our DPA/GDPR nominated representative at Sussex Partnership NHS Foundation Trust is: Kirsty Gibbons, Data Protection and Compliance Manager.

What is the purpose and legal basis for processing membership data?

As a Foundation Trust, Sussex Partnership has a statutory requirement to process membership data in its official authority as a public body. Membership data has to be processed in order to maintain a membership, run annual elections and ensure the membership is representative of the communities we serve.

Under the General Data Protection Regulation the lawful basis for Sussex Partnership Foundation Trust to process membership data falls within the following processing conditions:

For patients and members of the public: 'Public Task' - Processing is in the public interest or in the exercise of official authority vested in the data controller

For staff members: 'Legitimate interests – processing is in the legitimate interest of the data controller.

Membership Application Forms

The purpose of our membership application form is to gather the personal data required in order to sign up and become members of the organisation, Sussex Partnership NHS Foundation Trust. These details may then be used to communicate with you about general membership matters. Special category data is also collected for certain constituency groups to ensure we have a membership that is representative of the community we serve. We also collect demographic data based on your postcode to enable the organisation to report the makeup of its membership to NHS Improvement, the Regulator (<https://improvement.nhs.uk>) as and when required.

Automatic Membership Sign Up

Staff will automatically be signed up as a member when they join the trust on a contract of employment for at least twelve months under the legitimate interests processing condition.

How long will we keep this information?

We will only keep information for as long as it is needed for the purposes described when it was collected. The information will not be kept for longer than legislation permits. You may also request that your information is removed or forgotten, that processing is restricted or consent is withdrawn by emailing ft@sussexpartnership.nhs.uk or writing to the address below.

Access to your details

You have the right to request personal information held and to have any inaccurate information, such as your name or contact details, corrected. Such requests should be emailed to ft@sussexpartnership.nhs.uk

Will we share this information with outside parties?

The information is provided only to Sussex Partnership NHS Foundation Trust and our external membership services provider, our current provider and their database privacy notice can be located here

<https://www.sussexpartnership.nhs.uk/membership>. Our contract with the external membership service provider ensures they meet the requirements of GDPR. We will not sell information and data does not leave the UK.

What security controls are in place?

We want you to be secure when visiting our site and are committed to maintaining your privacy when doing so. When completing an application form online you are redirected to our Membership Services Provider who has physical security in our facilities to protect against the loss, theft, misuse, or alteration of information. There are also different layers of security implemented throughout our website platform, for example hardware and application firewalls; intrusion detection systems; and SSL encryption. In addition the Trust and our Membership Services Provider are accredited to the Cyber Essentials scheme.

Who is the Supervisory Authority?

The Information Commissioner's Office: <https://ico.org.uk>

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

Telephone: 01625 545700.

If you have any further queries on the uses of your information please contact the Membership Office on Freephone 0800 015 3357, Email ft@sussexpartnership.nhs.uk or Postal Address: Membership Office, Trust Headquarters, Swandean, Arundel Road, Worthing, West Sussex, BN13 3EP