



Privacy Notice

Applicable to membership of the Foundation Trust

Introduction

This Privacy Notice sets out how South Central Ambulance Service NHS Foundation Trust (SCAS) processes (collects, uses, retains, protects and discloses) personal information. We recognise the rights you have over your data and acknowledge the control you exercise over how it should be used. We respect these rights and are committed to safeguarding your privacy. The law determines how we use personal information. The key laws are: the General Data Protection Regulation (effective 25 May, 2018), UK Data Protection legislation, the Human Rights Act 1998 (HRA), NHS Act 2006, common law duty of confidentiality and relevant health service legislation.

South Central Ambulance Service NHS Foundation Trust is registered as a Data Controller with the Information Commissioner's Office (Registration Number: Z9522464).

This privacy notice is specifically applicable to membership of the Foundation Trust.

Becoming a member

All prospective members of the public constituency are asked to fill and submit an application form which could be in paper format or online. Online forms are hosted and processed by Membership Engagement Services Limited (MES). MES is a wholly owned subsidiary of Electoral Reform Services Limited (ERS). Their privacy notice can be accessed by visiting <https://www.membra.co.uk/privacy-policy/>

Staff become automatic members if they are employed by the Trust under a contract of employment which has no fixed term or has a fixed term of at least 12 months; or have been continuously employed by the Trust under a contract of employment for at least 12 months. This is legally based on:

1. The NHS Act 2006, Schedule 7, Section 3(3) & 6(2) (<http://www.legislation.gov.uk/ukpga/2006/41/schedule/7>) and subsequent NHS Health and Social Care Act 2012
2. The South Central Ambulance Service NHS Foundation Trust Constitution (<http://www.scas.nhs.uk/wp-content/uploads/SCAS-NHS-FT-Constitution-as-at-23-February-2016.pdf>)

What personal information do we collect?

All prospective members of the public constituency are asked to fill an application form where we request the following personal information:

- Name
- Address
- Date of birth
- Telephone Number

We also ask for the following information but there is no obligation to provide it:

- Email
- Gender
- Disability information
- Ethnicity
- Employment status

New members are added to the staff constituency based on the following information provided by the Human Resources department:

- Name
- Address
- SCAS Email

How will the information be used and what is the lawful basis?

Relying on consent [GDPR Art 6(1)(a)], we use the information on the application form to register new members in the public constituency and include their details on the Foundation Trust database. Contact information is used to communicate with members based on their specified preferences.

We use information on disability, age and ethnicity to monitor the Trust's membership against the South Central population and ensure that the membership is representative of its communities and that we can provide the best care for all our service users. When this information is provided on the application form, we rely on your explicit consent [GDPR Art 9(2)(a)] to process it.

Parental consent is sought from all prospective members under the age of 16.

Under the GDPR, our legal justification for continuing to process your data is Article 6(1)(e), 'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller (South Central Ambulance Service NHS Foundation Trust)'. This forms the legal basis for:

- Engaging with our local community and encouraging stakeholders to become members of the Trust
- Maintaining a register of Members showing, in respect of each member, the constituency to which the member belongs
- Communicating with members to keep them informed and engaged in the activities of the Trust

Profiling and Targeted Communication

We use profiling techniques to demonstrate the diversity of our membership and to ensure communications to members are relevant and timely. For example, we may send you specific information based on your age group and the area you live.

Profiling also enables us to allocate resources more effectively and improve service delivery.

Will my information be shared with anyone else?

The Foundation Trust is legally obliged to keep a public register of its members available for inspection by members of the public, free of charge at all reasonable times.

Any member of the public can request for and receive a copy of or extract from the register.

The public register will show, in respect of each member, the name and constituency to which the member belongs.

Where a member has requested not to be included in the public register, their details will not be included in the registers available for inspection.

We manage the membership data using a hosted commercial platform provided by Membership Engagement Services (MES). Their privacy notice can be accessed by visiting <https://www.membra.co.uk/privacy-policy/>

We provide online forms that enable existing members to communicate with us and manage their preferences. These forms are hosted by SurveyMonkey and their privacy notice can be accessed by visiting https://www.surveymonkey.co.uk/mp/legal/privacy-basics/?ut_source=survey_pp

Your demographic information (Name and Address) may also be shared with approved suppliers, 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.

Under some circumstances, we can be required to share your information when it is necessary to comply with a legal obligation [GDPR Art 6(1)(c)].

The Trust will not sell your information.

How long will SCAS keep this information for?

Public membership

Public members can cancel their membership at any time by contacting the Data Protection Officer at the address shown below.

Details will be removed from our membership database upon receiving notification.

Members' paper or online application form will be securely retained for a period of one year for administrative purposes after which all details will be permanently removed.

Staff membership

Staff leavers will be removed from our membership database upon notification from HR that they are no longer in the employment of the Trust.

If a staff member decides to opt out of the membership they can do so by contacting the Data Protection Officer at the address shown below.

Upon receipt of notification, all the details which we hold for this particular individual will be permanently removed from the membership database.

Your data subject rights explained

You have the following rights in relation to the data we hold about you:

- The right to know how your data is processed; this is explained to you in this privacy notice
- The right to know what personal information we hold about you; this can be exercised by sending us a subject access request using the contact details below. We will respond within one month.
- The right to rectification; when we become aware, we will rectify any inaccuracies in your data.
- The right to erasure; we will comply with any request for your details to be erased from our database within one month.
- The right to restrict processing: you can limit the way that we use your data.
- The right to object to profiling; you can object to your information being used for profiling activity.

Contact

If you have any queries, require further information or want to exercise any of your rights please contact:
Barbara Sansom, Data Protection Officer, South Central Ambulance Service NHS Foundation Trust
7-8 Talisman Road
Bicester, Oxfordshire OX26 6HR
Tel: 01869 365000
Email: dpa@scas.nhs.uk

Complaints

If you have any concerns about how your information has been processed you may contact the Supervisory Authority in the UK:
Information Commissioner's Office, Wycliffe House, Wilmslow SK9 5AF
Email: www.ico.org.uk/global/contact-us/email