

FRIENDS OF STAMFORD HOSPITAL

Privacy Policy– April 2018

RATIONALE

The new General Data Protection Regulation (GDPR) comes into force in the UK from 25 May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA). However, there are new elements and enhancements which mean the Friends of Stamford Hospital (FoSH) Board of Trustees will need to review and update Data Protection compliance procedures. The full regulation can be viewed at the Information Commissioner's Office (ico) website.

INFORMATION WE HOLD

FoSH hold a minimal data set relating to its members. This includes name, address and, in many cases but not all, an email address. This information has been given freely in the form of membership application forms, verbally or from historical documentation. An information audit will take place before the new regulation comes into force and the current database will be updated. The database is held in electronic format and is only accessible by the Membership Secretary (data controller and processor) and the Treasurer (for gift aid purposes).

WHY WE HOLD INFORMATION

The sole purpose of holding data relating to members of FoSH is to keep them updated regarding forthcoming events and to provide a biannual newsletter, and to reclaim Gift Aid.

FoSH will endeavour to keep all information as up to date as possible and will add reminders to this effect when distributing newsletters to the membership.

FoSH will not make any personal information available to third parties without the consent of the person concerned.

METHODOLOGY

All members on our database will be contacted by letter, email or face to face (Annual General Meeting). A copy of this policy together with a specific consent form will be included. All members will be asked to read and agree to their data being held by ticking a box confirming their agreement. This consent form will be held by the Membership Secretary. **Any member who does not return the required form will be removed from the database and not contacted by FoSH again.**

SUBJECT ACCESS REQUEST

A member may, at any time, request to see what information we keep about them by contacting the membership secretary

RIGHT TO BE FORGOTTEN

Members may, at any time, request removal of their personal information from the database by contacting the membership secretary.

DATA BREACHES

Any data breaches, should they occur, will be reported to the Information Commissioners Office. A full and robust investigation will be instigated by the Board and its findings reported to the membership.