

## **Membership Privacy Notice**

The following information relates to the information collected via the online form found on the membership pages, including where the data is stored and how it is used.

Membership data within South Warwickshire NHS Foundation Trust is secured on a membership database which is hosted by Membership Engagement Services Limited (MES). MES is a wholly owned subsidiary of Electoral Reform Services Limited (ERS). The online form links directly to this membership database.

The primary purpose of the online membership form is to gather the personal data required in order to sign up and become a member of South Warwickshire NHS Foundation Trust. These details are used by for the purpose of communicating with you about general membership matters. The Trust protects your information in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

### **What information is gathered via the online form?**

Information collected directly are the details you enter in order for the Trust to be able to communicate with you. This information will include:

- Name
- Address
- DOB
- Gender

MES may use other information collected during your use of their website for the purposes of improving, securing it or technical support. This may include your IP address, browser and other technical details.

### **How long will we keep this information?**

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 would mean you would no longer be a member. You can email the Trust's Membership Office on [membership@swft.nhs.uk](mailto:membership@swft.nhs.uk) or write to:

Freepost RRUR-BBAH-CAJA  
South Warwickshire NHS Foundation Trust  
Membership Office  
Warwick Hospital  
Lakin Road  
Warwick CV34 5BW

### **Will we share your information with outside parties?**

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 required to do so.

That is, if we believe that such action is necessary to comply with a court order or legal process served on our website.

Your demographic information (Name and Address) will also be shared with an approved supplier, 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.

The Trust will not sell your information.

### **What security controls are in place?**

We want you to feel your information is secure and are committed to maintaining your privacy. The membership database and online form are protected against the loss, theft, misuse, or alteration of information through physical security and also different layers of security implemented throughout the MES website platform, for example hardware and application firewalls; intrusion detection systems; and SSL encryption.

### **How will we use your information?**

The information you supply will only be used only to contact you about the Trust, Membership or other related issues and will be stored in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018.

### **Data Controller and Data Protection officer**

South Warwickshire NHS Foundation Trust is the Data Controller of data for the purposes of the DPA18 and GDPR. SWFT as the Data Controller is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR). SWFT has a Data Protection Officer (DPO) and if you have any concerns as to how your data is processed you can contact the DPO by email at: [dpo.swft@nhs.net](mailto:dpo.swft@nhs.net)