



Privacy Notice for staff as members

You have probably heard that there is a change in the law about how personal information is held. This notice is aimed at Staff members of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust and provides details about what information we hold, why we hold it and how we use it.

As a member of staff you are automatically a member of the Trust. Our membership is important to us and we really appreciate our members' continuing support. Our membership data is secured on a membership database which is hosted by the Trust. The information is taken from the employee record system.

What information is collected and held?

We collect and hold the names, addresses and email addresses of our Staff members.

Our data sets are held on the basis of the 'legitimate interests' condition of the EU's General Data Protection Regulations (GDPR) and the UK's Data Protection legislation.

How do we use members' information?

We use the information to invite you to our Annual Members' Meeting and to send you information about upcoming governor elections, including a ballot paper for elections in your constituency.

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 by emailing

matthew.kane1@nhs.net, which would mean you would no longer be a member.

Will we share your information with outside parties?

Your demographic information will only ever be shared with an approved supplier for the purpose of enabling you to participate in governor elections, which are run by an independent company. The Trust will not sell your information, nor will it be used for marketing purposes.

Changes to information:

We ask our members to let us know of any changes to their information as and when they arise. Members can resign at any time, and if they do, we will remove and permanently delete their membership record. This is entirely separate from any patient or employment record we might hold.

What security controls are in place?

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 by emailing matthew.kane1@nhs.net, which would mean you would no longer be a member.

How we will use your information:

The information you supply will only be used to contact you about the Trust, membership or other related issues and will be stored in accordance with the Data Protection Act 2018, and the General Data Protection Regulation (GDPR). If you have any concerns about how your data is being used you can contact our Data Protection Officer, Roy Underwood: dbth.dpo@nhs.net