

Privacy Notice for Lancashire Care's Membership Scheme

The General Data Protection Regulation (GDPR) was introduced in May 2018 to harmonise existing data protection legislation across the European Union and strengthen data protection rights for individuals. In particular, the introduction of GDPR updated protection for individuals about how personal data is generated, manipulated and used.

Under GDPR, organisations like Lancashire Care have a responsibility for demonstrating that they have a valid lawful basis for processing personal data.

The following privacy notice sets out Lancashire Care's lawful basis for processing membership data as well as the purposes of the processing. The notice also tells you how you can stop being a member of the Trust, the circumstances in which we will share membership data with an organisation outside of Lancashire Care and who to contact if you would like more information about any of this.

Purpose of Collecting Membership Data

The first purpose of collecting public membership data is to gather the minimum personal data required in order to sign up and become a member of Lancashire Care NHS Foundation Trust. These details will be used by the Trust for the purpose of communicating with public members about issues relevant to their public membership.

A second purpose is to collect background demographic data about public members which helps Lancashire Care ensure that its public membership is representative of the people who use Lancashire Care's services and of the local population more generally. Under the National Health Service Act 2006, Lancashire Care has an obligation to take steps which ensure that its public membership is representative. Monitoring the current public membership profile is one of those steps.

Applications for public membership of Lancashire Care are made via an online application form provided in the 'Involvement and Engagement' section of the Lancashire Care website. Data provided through the form is manually entered and stored on an internal Customer Relationship Management (CRM) system. Access to both the completed online membership forms and the CRM system is securely managed and only a limited number of Lancashire Care employees who have a legitimate interest which relates to their job role have access to the data recorded on the membership forms and stored on the CRM system.

In the case of staff membership, no data about staff members is held on the Trust's CRM system. The Trust will usually communicate with staff members about membership issues via *Pulse*, Lancashire Care's weekly internal e-communications bulletin. For the purposes of undertaking staff governor elections, a minimum data set is generated when required via a request to colleagues in the Trust's human resources department who are responsible for managing the organisation's electronic staff records.





How Long Will Lancashire Care Keep This Information?

Membership information will only be held for as long as the individual to which the information relates is a member of Lancashire Care. Without giving any justification or explanation, an individual may request that they no longer wish to be a Lancashire Care member by emailing membership@lancashirecare.nhs.uk or writing to:

David Keddie

Stakeholder Engagement Manager

FREEPOST RRZK-HLEU-LEER

Lancashire Care NHS Foundation Trust

Sceptre Point

Sceptre Way

Walton Summit

Preston PR5 6AW

Will Lancashire Care Share Information With Third Parties?

Unless Lancashire Care is legally required to do so, the only circumstance in which membership information is shared with third parties is for the purpose of undertaking Trust governor elections. In this instance, an organisation which is independent of Lancashire Care has to be appointed to ensure that the governor elections are conducted freely and fairly and to provide members with assurance about the confidentiality of the ballot process where voting is required. Membership details are sent securely to the third party so that they can contact members about the possibility of them standing for election as a governor and then, in the case of a contested governor election, to send each member a ballot paper so that they can vote. The supply of data from Lancashire Care to the independent organisation in this process is regulated by a Data Processing Agreement signed by both organisations.





Lancashire Care
NHS Foundation Trust

Further Information

Further information about why and how Lancashire Care processes its membership data is available from the appointed Data Protection Officer:

Michelle Brammah

Data Protection Officer

Lancashire Care NHS Foundation Trust

Sceptre Point

Sceptre Way

Walton Summit

Preston PR5 6AW

Email: DPO@lancashirecare.nhs.uk