

The Rotherham NHS Foundation Trust 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. The following equally applies to submissions made by completing the Membership Application form which is available from departments in various locations across the organisation.

Membership data within The Rotherham NHS Foundation Trust is secured on a membership database which is hosted by Membership Engagement Services Limited (MES) and administered locally by a Trust employee. MES is a wholly owned subsidiary of Electoral Reform Services Limited (ERS).

The primary purpose of the online and paper based membership form is to gather the personal data required in order to sign up and become a member of The Rotherham NHS Foundation Trust.

These details are used by the Trust 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).

What information is gathered via the online and paper based application form?

For those using the online method, information is gathered in two ways: indirectly (for example, through our site's technology); and directly (for example through information that you enter).

Examples of information we collect indirectly are your IP address from which you access the web site, and the date and time of when you access the site. Examples of information collected directly are the details you may enter in order for the Trust to be able to communicate with you.

Information we gather from paper based forms are the details you may enter in order for the Trust to be able to communicate with you.

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.

General, non person identifiable, data in relation to age, gender and ethnicity is documented within our Annual Report and Accounts as required by our Regulator.

The Trust will not sell your information to a third party.

What security controls are in place?

We are committed to maintaining your privacy and want you to feel your information is secure with us.

The membership database is 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.

As the membership database is administered locally by a Trust employee, access is password protected.

How will we 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 General Data Protection Regulations (GDPR).

If you would like more information on GDPR please click [here](#) .

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.

Your paper based Membership Application form will be confidentially destroyed once processed.

You can at any time request that your information is removed from the membership database, which would mean you would no longer be a member.

You can contact the Trust's Membership Office in a number of ways

✉: foundation.trust@rothgen.nhs.uk
☎: 01709 427800
📍: Freepost RLXB-HECA-KEBX
Membership Office
General Management Department
The Rotherham NHS Foundation Trust
Moorgate Road
Rotherham
S60 2UD