

DATA PRIVACY NOTICE

1. Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The General Data Protection Regulation (GDPR) governs the processing of personal data.

In the case of the Friends of Eastbourne Hospital, the only information kept on the computer system relates to basic contact details for members, volunteers and contacts. No financial information is retained – if credit card details are taken over the phone, for example, these details are securely destroyed after the transaction has been effected. Details of the amount of donations are recorded to ensure compliance with the requirements of the Inland Revenue in that regard.

2. Who are we?

The Friends of Eastbourne Hospital is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

The treasurer, office staff and authorised volunteers are the only ones who have access to the computer records and who process data. Security is maintained at all times.

3. How do we process personal data?

The Friends of Eastbourne Hospital complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at The Friends of Eastbourne Hospital or in any of its services;
- The Friends of Eastbourne Hospital do not share your data with any third party.

4. What is the legal basis for processing your personal data?

- Processing is carried out on the basis that The Friends of Eastbourne Hospital have a legitimate interest in keeping members and contacts informed about news, events,

activities and services, processing gift aid donations and keeping those interested informed about organisational events;

- Processing is also necessary for carrying out obligations under employment, social security, social protection or taxation law.

Processing is carried out on the basis that: -

- the processing relates only to individuals with a connection to The Friends of Eastbourne Hospital or any of its services and
- The Friends of Eastbourne Hospital do not share your data with any third party.

5. Sharing personal data

Personal data will be treated as strictly confidential and will only be shared for purposes connected with the organisation. The Friends of Eastbourne Hospital do not share your data with any third party.

6. How long do we keep personal data?

We keep data in accordance with the guidance set out in the Data Protection Act and under the requirements of General Data Protection.

When we are no longer required to retain personal information, it will be erased from our systems.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which The Friends of Eastbourne Hospital holds about you;
- The right to request that The Friends of Eastbourne Hospital corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data be erased where it is no longer necessary for The Friends of Eastbourne Hospital to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that The Friends of Eastbourne Hospital provides you with your personal data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we need to use your personal data for a new purpose that is not covered by this Data Protection Notice, then we will provide you with a notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the office of The Friends of Eastbourne Hospital on 01323 438236.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.