

Privacy Notice

Solent NHS Trust's Public Mailing List

Public Mailing List: The mailing list is a database of individual's (members of the public) contact details, who have expressed a desire to know more about Solent NHS Trust. The database includes individual's communication preferences, which helps Solent NHS Trust to communicate with people in the community about the NHS, our organisation and our services.

Type of personal information being processed: We only record the information you provided us with and consented to when you originally registered to become a member. As we are no longer applying to become a Foundation Trust, our membership database has ceased to exist. Your details have been transferred to our news and information mailing list.

The details we record include:

- Name
- Address
- Date of birth
- Gender (optional)
- Email (optional)
- Telephone / Mobile number (optional)
- Ethnicity (optional)
- What type of involvement you wanted to receive

How we obtain the personal information and why we have it: The information we obtained, is obtained directly by individuals, wishing to join the mailing list.

Legal basis: The legal basis for recording and holding this information, is based around individual consent.

We record this information for a number of reasons:

- Contact information
- Date of birth, gender and ethnicity are also used anonymously to assess the diversity of the database
- Level of involvement to help us contact you about things that may interest you.

IF YOU HAVE ANY QUERIES, PLEASE CONTACT:

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We will only use the information we hold about you for the purpose of which you agreed to when you originally signed up to become a member, this will differ depending on your preferences at the time. Below is a list of the different types of memberships and the information you may receive:

- Receive regular information about services provided by the Trust and be invited to meetings. This will include emails, or postal communication, about our Trust and our services and can be in the form of updates, newsletters (SHINE), invites to public meetings, etc...
- Respond to surveys, consultations, and suggestions for changes. We will keep you informed about our Trust and our services, as per above, and share opportunities to partake in surveys, consultations etc.
- Invited to workshops and focus groups (events). Unless you opted to receive regular information and updates, you will only be contacted for the purpose of inviting you to workshops and focus groups.

How we store your personal information: Your data will be stored on a secure database, within a restricted network folder.

Who has access to your information / who do we share it with? Solent NHS Trust has ensured that your information is kept secure and restrict access to this information within Solent NHS Trust to the Communications Team, the Engagement Team, and the Trust's Company Secretary. Your information will not be shared with anyone, without your explicit consent.

How long do we keep your information for? We will only keep your details for the length of time that you choose. If you were to let us know that you would no longer like to receive information, we will delete your data.

If you no longer wish to receive information, please contact our Communications Team or via email at communications@solent.nhs.uk

What are your rights: If at any point you believe the information we process on you is incorrect, you can request to see this information and even have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact the Solent NHS Trust Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Further information on the use of your data and your rights, please visit <https://www.solent.nhs.uk/about-us/publication-scheme/your-information-your-rights/>

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