

General Data Protection Regulation (GDPR)

Dear Member

Your Foundation Trust Membership Information

Thank you for being a member of Ashford and St Peter's Hospitals NHS Foundation Trust. We are contacting you to update you on the membership information that we hold about you and to give you information about why we hold this and how we use it. This is the General Data Protection Regulation which came into force on 25th May 2018.

Our Foundation Trust membership is important to us and we really appreciate our members' continued support for the Trust.

The information we hold on you as a member

The information we hold about you on our membership database comes from the information you first gave us when you became a member of Ashford and St Peter's Hospitals NHS Foundation Trust and completed a membership form. It includes your name and date of birth, postal and email address; as well as your gender and ethnic group, if you gave us these details.

How we use your member information

The postcode allocates our public members to the appropriate local constituency for voting in governor elections. The other data helps us monitor whether our membership adequately reflects the local population. Foundation Trusts have a duty to maintain a representative membership.

We use the information to:

- Ensure ballot papers are sent to you to vote in Council of Governors' elections
- To invite you to our Annual Members' Meeting; this year it be held on 17th July 2018 at St Peter's Hospital
- To invite you to Members' Events and other events we hold
- Send you our regular members' newsletter
- Inform you of any relevant updates on Ashford and St Peter's

We aim to send as many of our membership communications by email to save on cost, and we encourage members to give us their email address for this reason, but equally recognise some of our members appreciate receiving a printed communication from us.

Changes to the information we hold

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 the hospital might hold.

All our membership information is held on a secure server at Ashford and St Peter's. The data is securely transferred when required to Membership Engagement Services (MES). MES are a leading provider of services and have policies in place to handle your data securely. We do not

share the data with any other third parties except the company who hold our database (MES) or who are carrying out mailings to you on our behalf.

Electoral Reform Services (ERS) currently provide the Returning Officer role when we hold elections for governors, so they will send out voting packs and receive these from you to be counted. After a governor election, the votes are retained by the Returning Officer for a few weeks in case there is a dispute about the election and then destroyed. This requirement is set out in the Trust's Election Rules. For information MES and ERS are sister companies.

Your membership – what happens next?

Foundation Trust membership is free and is a great way to support and find out about Ashford and St Peter's. We hope you will want to continue your membership with us. If we have not got your email and we currently contact you by post, please let us know your email as this saves the NHS money.

Please let us know if there are any changes to your information by emailing asp-tr.foundationtrust@nhs.net or calling the Membership Office on 01932 722063.

If you do not wish to continue your membership you can contact us at any time using the email address above and we will remove your name from our membership database and you will not be contacted by us about your membership again.

Thank you for your continued support and interest in your local Trust - Ashford and St Peter's.

Kind regards

Membership Office
Ashford and St Peter's NHS Foundation Trust