

Public Involvement Network Privacy Notice

Public Involvement Team
May 2018

This Privacy Notice was developed to let you know what happens to any personal data that you give the Public Involvement Team at NHS Grampian. This Privacy Notice came into effect on 25 May 2018 when a new data privacy law in the UK came into force.

This does not mean the Public Involvement Team is changing the way we use your personal information but to help you find out what we do, we have created this Privacy Notice.

1. What kind of personal information do we hold about you?

Personal information that we hold in connection with your membership of the Public Involvement Network (PIN) includes:

Personal and contact details such as your title, full name, postal address, telephone numbers and e-mail address.

Relevant experience, skills and hobbies/interests that you have informed us about on your membership form to help us match you with suitable opportunities to become involved in the work of NHS Grampian.

The names and contact details of two referees who would be prepared to provide a reference for you. We only contact referees if you want to become involved in a specific project or committee.

Your two answers ('yes' or 'no') to the question on the application form about self disclosure regarding working with children/young people/vulnerable adults and any disciplinary investigation.

Your name and contact details if you submit a completed expenses form to us.

If you have completed an Equality and Diversity Monitoring Form, this will be stored separately from your PIN application form. The Equality and Diversity Monitoring Form cannot be associated or linked with your application form and is only used for monitoring purposes.

2. How have we obtained your personal information?

At the time of joining the Public Involvement Network, you signed up to be on our distribution list or agreed to support NHS Grampian in a patient/carer/public representative capacity in a project, group or other involvement initiative.

3. What do we use your personal data for?

We use your personal data, including any of the personal data listed under question 1, for the following purposes:

Assessing your membership form. This ensures that where appropriate, we can match your interests with any involvement opportunities within NHS Grampian.

Managing your personal contact details to ensure that these are correct. We may contact you from time to time to make sure your contact details are correct.

To contact you directly if you have any questions or concerns about your involvement in the work of NHS Grampian.

We store your e-mail address on our Public Involvement Network distribution list to ensure you are informed of any involvement opportunities within NHS Grampian and of Grampian NHS Board meetings. All our distribution lists are password protected and only accessed by members of the Public Involvement Team.

To process any expenses claim you may submit and to contact you directly should there be any query on your claim. Your claim form will be forwarded to the appropriate budget holder within NHS Grampian for authorisation and then passed on to our Finance Department for processing.

To submit a list names and contact details of patient/carer/public representatives to an administrator within our Directorate at NHS Grampian for the co-ordination of the annual volunteer 'thank you' event.

4. Does the Public Involvement Team share your personal information?

Your personal information will only ever be shared with our appropriate healthcare colleagues who are, or will be, working with you in your patient/carer/public representative capacity. Your personal information will be shared with our colleagues in the Finance Department for the processing of any expense claims you submit.

We will never share your personal information with a third party or an external organisation.

5. How and when can you withdraw your consent?

We require your consent to process personal data but you can withdraw this at any time by contacting the Public Involvement Team at gram.involve@nhs.scot or on 01224 558098.

6. What should you do if your personal information changes?

You should tell us so that we can update our records. Please contact the Public Involvement Team at gram.involve@nhs.scot or on 01224 558098.

7. For how long is your personal information retained by the Public Involvement Team?

Unless we explain otherwise to you, we will hold your personal information based on the following criteria:

For as long as the Public Involvement Team has the need to communicate with you and manage your involvement with NHS Grampian and until you tell us that you wish your personal information to be removed.

For as long as the Public Involvement Team provides information to you about involvement opportunities within NHS Grampian and until you tell us that you wish your personal information to be removed. You can ask us to remove your personal information at any time by contacting the Public Involvement Team at gram.involve@nhs.scot or on 01224 558098.

8. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances regarding your membership of the Public Involvement Network.

The right to be informed about the processing of your personal information.

The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.

The right to object to processing of your personal information.

The right to restrict processing of your personal information.

The right to have your personal information erased (the "right to be forgotten").

The right to request access to your personal information and to obtain information about how we process it.

From 25 May 2018, the right to move, copy or transfer your personal information (known as "data portability"). This allows you to obtain and reuse your personal data for your own purpose across different services or organisations in a safe and secure way.

Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you.

You have the right to complain to the Information Commissioner's Office which enforces data protection laws – <https://ico.org.uk> You can also contact Roohi Bains, Acting Data Protection Officer (DPO), NHS Grampian at gram.dpo@nhs.scot.

Changes to this Privacy Notice

We may change this Privacy Notice from time to time by updating it in order to reflect changes in the law.

Contacting the Public Involvement Team

If you have any questions about this Privacy Notice, or if you wish to exercise your rights you can contact us at:

Public Involvement Team
Foresterhill House
Ashgrove Road West
Aberdeen
AB25 2ZB

Tel: 01224 558098

E: gram.involve@nhs.scot