

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The individual is called the Data Subject. 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 processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2. Who are we?

The Data Controller is the NHS Retirement Fellowship, Forston Clinic, Charminster, Dorchester, DT2 9TB Tel: www.nhsrf.org.uk. This means it decides how your personal data is processed and for what purposes. The Data Processor is the NHSRF and its branches..

3. How do we process your personal data?

The NHSRF 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 range of services for the benefit of the members of the organisation in England, Scotland and Wales;
- To administer membership and other records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers and employees;

- To maintain our own financial accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services;
- To share your contact details with the Branches of the organisation so they can keep you informed about news and events, activities and services;
- To fulfil the requirements of the law in relation to our status as a registered charity.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about them.
- Processing is necessary for carrying out obligations under a variety of legislation relating to but not exclusively covering the charity, employment, health and safety and social security.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation in order to carry out a service to other members or for purposes connected with the organisation. We will only share your data with third parties outside of the organisation with your consent.

6. How long do we keep your personal data?

We keep data in accordance with relevant legislation. Specifically, we retain membership records whilst they are still current and for 6 years thereafter, gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

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 organisation holds about you;
- The right to request the organisation to correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the organisation to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights or queries and complaints please in the first instance contact the Chief Executive, NHSRF, Forston Clinic, Charminster, Dorchester, DT2 9TB | Tel: 01305 361 317 | www.nhsrf.org.uk

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.