

## **Privacy Notice – FINAL**

**Friends of Malvern Community Hospital (FoMCH)**

**Registered Charity Number:** Registered Charity No. 508876

Throughout this Privacy Notice **Friends of Malvern Community Hospital** is referred to using the acronym **FoMCH**.

### **What is the purpose of the Privacy Notice?**

The Privacy Notice is to help FoMCH members and volunteers understand how we collect, use, and protect their personal information.

### **What are the objectives of FoMCH?**

- To encourage the interest of the public in the needs of the patients of Malvern Community Hospital. To mobilize, encourage, foster and maintain the interest and support of the public in Malvern Community Hospital.
- To foster co-operation and inter-communication between Friends, other charitable institutions. Local Authorities, Hospital Authorities and the National Health Service and Trusts, and local doctors.
- To raise funds and to invite and receive contributions from any person or persons or organizations by way of subscription, donation or otherwise for furtherance of the objectives of FoMCH.
- To supplement the service provided by the Malvern Community Hospital for health, welfare and comfort of the patients and staff therein by the provision of extra equipment which may be required for the treatment of such patients.
- To provide, or assist in the provision of amenities for patients and staff at Malvern Community Hospital such as running a hospital shop or coffee stall.
- To do all such things that are necessary for the attainment of the above objectives.

### **What personal information does FoMCH collect?**

The personal data provided or collected may include:

- Full name and address
- Contact details, including telephone numbers and email address
- Bank details (if paying membership Bank Standing Order)
- Information from the disclosure and barring service for volunteers only (DBS)

## **How do FoMCH collect personal information?**

Most of the personal information we hold is that which we collect directly from you (the members or volunteers), for example:

- Digital or hardcopy membership forms
- Volunteer application forms
- DBS check forms (volunteers)

## **How do FoMCH use personal information and what is the legal basis for processing this?**

The personal information provided may be used for the purposes of:

1. sending FoMCH newsletters and updates;
2. sending details of FoMCH fundraising events or other activities e.g. the annual FoMCH AGM meeting;
3. using your bank details to process payments relating to your membership subscriptions (not via the FoMCH website)
4. collecting statistical information on your use of our website

## **Do FoMCH use personal data for marketing?**

We consider that it is within our legitimate interests to send you information about FoMCH charity for information, marketing or fundraising purposes. Your data is not shared with any other companies or organisations for marketing purposes.

## **Is personal data shared with any third parties?**

Members and volunteers' information is kept within our FoMCH organisation and not shared with any third parties.

## **How long is personal information kept?**

We will retain personal information for a number of purposes, as necessary to allow us to carry out the work of FoMCH. Your information will be kept for up to 6 years on our main systems after which time it will be archived, deleted or anonymised. Any retention of personal data will be done in compliance with legal and regulatory obligations and charity standards. These data retention periods are subject to change without further notice as a result of changes to associated law or regulations.

Any questions in relation to the retention of personal data should be sent to FoMCH trustees using the email: [info@friendsofmalverncommunityhospital.org.uk](mailto:info@friendsofmalverncommunityhospital.org.uk). In the subject line, please write F.A.O Secretary.

## **Members and volunteers personal data rights:**

Under the Data Protection Act 1998 you have the following rights:

- To obtain access to, and copies of, the personal information that we hold about you;
- To require that we cease processing your personal information if the processing is causing you damage or distress; and
- To require us not to send you marketing communications.

Under the GDPR laws which came into force on 25 May 2018, you will also have the following rights:

- To require us to erase your personal information;
- To require us to restrict or object to our data processing activities;
- To receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal information to another data controller; and
- To require us to correct the personal information we hold about you if it is incorrect.

Please note that these rights may be limited by data protection legislation, and we may be entitled to refuse requests where exceptions apply.

FoMCH are registered with the Information Commissioner's Office.

If you are not satisfied with how we are processing your personal information, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

**If you have any questions regarding this Privacy Notice or Data protection in FoMCH, please contact the FoMCH trustees;**

- **by email:** [info@friendsofmalverncommunityhospital.org.uk](mailto:info@friendsofmalverncommunityhospital.org.uk) In the subject line please type FAO Secretary GDPR.
- **or by post to:** Friends of Malvern Community Hospital, Bowling Green House, Castlemorton Common, Malvern, Worcestershire, WR13 6LH.

**Privacy Notice Tracker:**

Version	Date	Action
FINAL Draft Version for Board Approval	July 2022	To be reviewed at next Trustee Board meeting. If approved, the final version will be added to the website and also available if requested.
FINAL version	3rd August 2022	Privacy Notice approved by Trustees at Trustee meeting.