



Royal Free London
NHS Foundation Trust

The Membership Team
Royal Free London NHS Foundation
Trust

RFL Group HQ,
1st Floor Anne Bryans House,
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London NW3 2QH

Tel: 020 3758 2116
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Wednesday, 23 May 18

Dear,

We are writing to provide you with information about a change in the law that takes place on 25 May 2018. As a public or patient constituency member of the Royal Free London NHS Foundation Trust, this affects the information that we hold about you on our membership database. The new law is called the general data protection regulation (GDPR). This letter is for information and there is nothing that you need to do in response.

Patient and public constituency members apply to become members of the trust and as part of that application process, supply information to the trust.

Members can opt out of being a member and have information about them removed from the membership database at any time by emailing rf.membership@nhs.net

The trust uses the information it holds: to inform patient and public members about upcoming events and governor elections; understand the issues that members are interested in; evaluate how the trust is communicating and interacting with its members; and determine whether the public and patient membership of the trust is representative of those eligible to be members, which is a statutory requirement on the trust.

The trust uses an external company, MES, to host the membership database. Under the trust's contract with MES, there are stringent controls in place to ensure that information in the database about members is kept secure, is accurate and is used solely for the purposes described above.

The legal basis on which the trust uses the information it holds is that it is necessary for the performance of tasks relating to its membership that are carried out in the public interest or in the exercise of official authority vested in it.

The trust uses ethnicity, age and gender information to determine whether the membership is representative. We also compare the postcodes of members against general demographic information to give a further assessment of whether the membership is representative. The trust is satisfied that this processing of information is necessary for reasons of substantial public interest and that the processing is proportionate to the aim of determining whether the membership is representative. The right of any member to opt out at any time safeguards their rights and interests.

If you have any questions about the way in which your information as a public or patient constituency member is being processed, please contact the Trust's data protection officer:

Mr Subir Mondal
Data protection officer
Royal Free London NHS Foundation Trust
Royal Free Hospital
Pond Street
London, NW3 2QG

Further details of the rights set out in the GDPR can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

All individuals have the right to complain about processing of information about them to the Information Commissioner's Office. Contact details can be found at <https://ico.org.uk/global/contact-us/> or by calling 0303 123 1113.

Finally, if at all possible, the trust would like to communicate with you via email because it is straightforward and more environmentally friendly than the post. If you have an email address and would like to receive communications by email please let us know at rf.membership@nhs.net . We look forward to seeing you at a Royal Free membership event very soon.

Kind regards,

The Membership Team