



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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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 staff constituency member of the Royal Free London NHS Foundation Trust, this will affect the information that we hold about you on our membership database. The new law is called the general data protection regulation (GDPR).

Under the trust's constitution, staff automatically become members of the trust if they are permanently employed or have a fixed term contract for 12 months or more. Information about this is provided with the contract of employment. Staff 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 staff members about upcoming events and governor elections; understand the issues that members are interested in; and evaluate how the trust is communicating and interacting with its members.

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 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.

If you have any questions about the way in which information about you is being processed for the purposes of being a staff constituency member, please contact the trust's data protection officer, whose contact details are set out below:

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

Further details of your 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