

## PRIVACY POLICY

This policy explains how Wessex Medical Trust, Registered Charity No 274839 (“**Controller**”) collects and uses your personal information.

### OUR DETAILS

We are the data controller with conduct of your personal information.

Our Data Protection Officer (DPO) is Peter Dawes, Trust Director.

You can contact us by post to: Mailpoint 420, Southampton General Hospital, Southampton SO16 6YD

You can also contact us by email to: [enquiries@wesmed.org.uk](mailto:enquiries@wesmed.org.uk)

### HOW WE USE YOUR PERSONAL INFORMATION

The following table explains how we use your personal information in our business. Different sections apply depending on your relationship to us. Please read each section carefully as more than one section may apply to how we use your information.

Situation	Types of information	Purpose and lawful basis for processing
<b>Website visitors, grant applicants (including their staff), suppliers (including their staff)</b>		
You send us an enquiry regarding our services	Name, contact information, details of your enquiry.	We have a legitimate interest in responding to your enquiry. We process your information to carry out pre-contractual steps relating to a potential contract between us. We have a legitimate interest in keeping a record of your request as well as our response. This helps us efficiently operate our business.
We send you marketing communications regarding our products and services.	Name, contact information, marketing preferences.	We send you marketing communications based on your consent.
You or your organisation supplies goods or services to us.	Name, contact information, job title, payment details, details of the goods/services supplied.	If the contract is with you, the processing is necessary for us to perform our obligations under the contract. If the contract is with your organisation then we have a legitimate interest in processing your personal information for the purpose of managing the contractual relationship between your organisation and us. We have a legitimate interest in keeping a record of the contract between us (or your organisation and us) for the administration of our business and to address any disputes which may arise between us.
You send applications for one or more of our grants	Name contact information, job title, details of personal and academic history.	If your application is successful, we will retain all your details throughout the period of the grant plus 7 years. If your application is unsuccessful, we will delete your information at the end of the application assessment period. We have a legitimate interest in keeping a record

		of the contract between us (or your organisation and us) for the administration of our business and to address any disputes which may arise between us.
You or your representatives send us details of a legacy or donation (“arrangement”) in favour of our Charity.	Name, contact information, job title, payment details, details of the goods/services/arrangement supplied.	<p>If the arrangement is with you, the processing is necessary for us to perform our obligations under the contract.</p> <p>If the arrangement is with your organisation then we have a legitimate interest in processing your personal information for the purpose of managing the contractual or other business relationship between your organisation and us.</p> <p>We have a legitimate interest in keeping a record of the arrangement between us (or your organisation and us) for the administration of our business and to address any disputes which may arise between us.</p>

## HOW LONG WE KEEP YOUR INFORMATION FOR

We only keep your information for so long as is reasonably necessary. Generally speaking, we keep your personal information for the following periods of time:

- (a) General enquiries – 7 years from when we resolve your enquiry.
- (b) Grant applicants: for successful applicants, the period of the relevant grant plus 7 years; for unsuccessful applicants, at the end of the application assessment period.
- (c) Suppliers and staff of suppliers - the duration of the supplier contract plus 7 years.

## WHO IS YOUR INFORMATION SHARED WITH?

We share your personal information with third parties only where we are required to do so to comply with the law, to protect our rights, to perform our contractual obligations or to efficiently operate our business. In order to achieve these purposes, we share your data with the following people or group of people:

- (a) If you are an employee or representative of a grant recipient from us or a supplier of ours then we may share your information with your employer and colleagues for the purpose of managing the business relationship between your organisation and us.
- (b) Our outsourced service providers. These organisations have strict contractual obligations to handle your information in accordance with data protection law and to keep it confidential at all times.
- (c) Our professional advisers (including accountants and lawyers). These people are subject to professional duties of confidentiality.

If the recipient of your information is based outside of the UK and is not based in a country which offers equivalent protections for personal data then your data will be safeguarded by a set of standard contractual clauses which each party will sign.

## YOUR RIGHTS

Under UK data protection law you have the following rights:

- (a) The right to be informed about what we do with your information. This Policy provides you with this information.
- (b) If we are processing your data on the basis of your consent then you have the right to withdraw that consent at any time. Consent can be withdrawn by notifying us using the details set out at the start

of this policy. Consent to marketing communications can be withdrawn by following the steps outlined in that communication, such as clicking the 'unsubscribe' link in any marketing emails we send.

- (c) The right to access a copy of your information which we hold. This is called a 'data subject access request'. Additional details on how to exercise this right are set out in the 'Access to Information' section below.
- (d) The right to prevent us processing your information for direct marketing purposes. We will usually inform you (when collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by ticking certain boxes on the forms we use to collect your data or by contacting us using the details set out at the start of this policy.
- (e) The right to object to decisions being made about you by automated means. We will inform you if your information is subject to automated processing.
- (f) The right to object to us processing your personal information in certain other situations.
- (g) The right, in certain circumstances, to have your information rectified, blocked, erased or destroyed if it is inaccurate.
- (h) The right, in certain circumstances, to claim compensation for damages caused by us breaching data protection law.
- (i) The right, in certain circumstances, to request that we erase, rectify, cease processing and/or delete your information.

You have the general right to complain to us in the first instance if you are not happy with how we are processing your personal information. If you are not satisfied by our response then you can complain to the Information Commissioner's Office (ICO) via [www.ico.org.uk](http://www.ico.org.uk).

## **ACCESS TO INFORMATION**

Under UK data protection law you can exercise your right of access by making a written request to receive copies of some of the information we hold on you. You must send us proof of your identity, or proof of authority if making the request on behalf of someone else, before we can supply the information to you. Requests should be sent to us using the contact details set out at the start of this policy.

You do not need to pay a fee to exercise this right unless you are requesting copies of documents you already possess, in which case we may charge our reasonable administrative costs. We are also allowed to charge you for our reasonable administrative costs in collating and providing you with details of the requested information which we hold about you if your request is clearly unfounded or excessive. In very limited circumstances, we are entitled to refuse to comply with your request if it is particularly onerous.

In certain circumstances, you are entitled to receive the information in a structured, commonly used and machine-readable form.

## **CHANGES TO OUR PRIVACY POLICY**

This notice was last updated on 21 April 2023. Any material changes we may make to our privacy notice in the future will be uploaded to our website and if the change is significant then we will tell you about it by email.