

**Radcliffe Guild of Nurses and Anne Harrold Radcliffe Guild of Nurses Charitable Trust Privacy Statement**

**August 2018, updated January 2023**

**This Statement**

This statement provides information about how the Guild will use (or process) personal data about individuals including current and past members of the Radcliffe Guild of Nurses (RGN).

**Responsibility for Data Protection**

The RGN will work in accordance with the Data Protection Act 2018. The following officers will have access to the data – President, Treasurer. Membership Secretary and the Welfare Officer

**Legal Basis for Processing Data**

Except where stated otherwise the RGN process’s personal data on the grounds of legitimate interests.

**Types of Personal Data Processed by the RGN**

In order to carry out our aim of keeping the members of the RGN in touch with each other named officers of the Executive Committee may process and hold securely a range of personal data about individual members

* Names, addresses, telephone numbers email addresses
* Dates of birth
* Where appropriate and given by individuals, information about individual members next of kin
* Images of members at reunion days or as submitted by members for the annual magazine or archive.

Generally, the RGN receives personal data from the individual directly.

**Use of Personal Data by the RGN**

The RGN will only share personal data when permission has been sought from the individual, the reasons for sharing could be

* Enquires about tracing an individual by former friends/colleagues
* Contact from the media for historical information
* To make use of photographic images, all photos are “open sourced” (ie can be shared) unless individuals have specifically stated they do not wish them to be published or shared
* For security purposes.

**How long we keep personal information**

A limited and reasonable amount of information will be kept for archiving purposes. Where members ask us not to keep in touch we will need to keep a record of this request in order to fulfil their wishes.

**Keeping in touch and supporting the RGN**

The RGN will only keep in touch via the annual magazine or by written letter, email or telephone unless the individual member specifically requests otherwise.

**Whose Rights**

The rights under the Act belong to the individual to whom the data relates. Members are required to respect the personal data and privacy of others.

Individuals have various rights under the Data Protection Law to access and understand personal data held about them by the RGN. Members should be aware that the right of access is limited to their own personal data.

**Data Accuracy**

The RGN will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the RGN of any changes to information held about them.

An individual has the right to request that inaccurate information about them is erased or corrected and may do so by contacting the current Membership Secretary, contact details are in the magazine. The RGN will endeavour to address requests within 30 days.

**Data Security**

The Guild will take appropriate technical and organisational steps to ensure the security of personal data it holds about individuals. All Committee members will be made aware of this policy.

**Queries and Complaints**

Any concerns or queries on this policy should be directed in writing to the President of the Radcliffe Guild of Nurses using the following contact details.

President

Radcliffe Guild of Nurses

Mrs Xante Cummings

61 Gibson Close

Abingdon

Oxon

OX14 1XS

Review date January 2025