

## Involvement Partner Privacy Notice

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| <b>Data Controller:</b>                     | East of England Community Health and Care NHS Trust<br>ICO Registration: Z2396668                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |         |
| <b>Purpose for using data:</b>              | <u>Involvement Partner Activities</u><br>Involvement Partner application, recording details of completed training, recording details of completed Involvement Partner hours, contacting Involvement Partners to inform of available opportunities, communication with Involvement Partners, demographic monitoring and audit.                                                                                                                                                                                                                                                                                                                                                                                                    |                            |         |
| <b>Personal Data:</b>                       | Name<br>Address<br>Date of birth<br>Contact details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Lawful Basis               | Consent |
| <b>Special Category data:</b>               | Disability; medical information; gender; gender reassignment; sexual orientation; relationship status; pregnancy & maternity; ethnicity; religious belief; age                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Special category condition | Consent |
| <b>Third party Source of data:</b>          | No external third-party sources of data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |         |
| <b>Sharing with third party and reason:</b> | No third party sharing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |         |
| <b>Automated decisions:</b>                 | There is no automated decision making                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |         |
| <b>Retention Period:</b>                    | <p>Your data will be stored securely and removed from our Better Impact account and other associated personal files in accordance with our retention schedule as follows:</p> <p>Applicants who do not take part in any Involvement Partner activities within 1 year of application will have their record removed from the Trust database.</p> <p>Involvement Partners who have participated in Trust activities will have their records removed 6 years after their last activity or resignation date.</p> <p>The Trust will then have no access to the Involvement Partner's Better Impact profile.</p>                                                                                                                       |                            |         |
| <b>Transfer outside UK:</b>                 | <p>Information relating to Involvement Partners will be recorded using Better Impact Software Ltd, who host their servers in Canada. Please see: <a href="https://www.betterimpact.co.uk/privacy-policy/">https://www.betterimpact.co.uk/privacy-policy/</a> for details of Better Impact's privacy policy.</p> <p>If applicants / Involvement Partners wish their information to be completely removed from the wider <a href="#">Better Impact</a> servers, they should email <a href="mailto:support@betterimpact.com">support@betterimpact.com</a> with that request. Otherwise their profile is retained by Better Impact to allow individuals to more easily register with other organisations that use Better Impact.</p> |                            |         |

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| <b>Exercising your rights:</b>  | You have rights over the data we hold. You have a right to be informed; of access; and to ask for rectification or erasure and to portability. If you would like to exercise any of these rights, please contact us at <a href="mailto:eec.accesstoinfo@nhs.net">eec.accesstoinfo@nhs.net</a> . We will consider every request and if there is any reason we cannot agree to it, we will let you know why and how to appeal this decision. |
| <b>Data Protection Officer:</b> | Matthew Poole<br>If you have any queries or concerns, please contact us at the above address. You can also contact the Information Commissioner's Office <a href="#">Information Commissioner's Office</a> .                                                                                                                                                                                                                               |