

Privacy Notice (Members)

Introduction

Cwm Taf Morgannwg Community Health Council (CTCHC) (referred to in this notice as "the CHC" "we", "us" or "our") treat privacy and confidentiality very seriously. We comply with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation.

This is a summary privacy notice that gives you key information about how we use your personal information. For more information, please refer to our full Privacy Notice which is available on our website or request a copy from our Information Governance Officer.

This summary privacy notice applies to members of our board.

Data Controller and Data Protection Officer

Your information will be held by the CHC as Data Controller or sometimes by us and the Board of Community Health Councils in Wales ("the Board") as joint controllers. We have appointed a dedicated Information Governance Officer (IGO) to ensure appropriate oversight of our data processing activities. The IGO is Helen Davies the Business Manager. The IGO, guided by the Data Protection Officer (DPO) Daniel Price, the Chief Officer, can provide any clarity that you may have about this privacy notice. Contact details below :

Helen Davies
Business Manager
Cwm Taf Morgannwg Community Health Council
Tŷ Antur
Parc Navigation
Abercynon
CF45 4SN

Telephone: 01443 405 830

Email: helen.davies62@wales.nhs.uk

Why do we collect and use your personal information

The primary reasons the CHC collects and uses your personal data are as follows:

- In the course of performing our statutory functions or seeking advice or assistance from the Board with the performance of our functions
- To ensure that members comply with the statutory requirements for membership of the CHC and are not disqualified from membership
- As part of the member appointment process
- For the purpose of appraisals and managing the conduct of members
- For the purpose of providing support and development
- To share information, seek opinions and arrange activities and events
- In the course of preparing minutes of CHC board meetings or other meetings.

It is lawful for us to do this because it is necessary to collect and use your personal data in order to fulfil a public function.

Situations in which we will use your sensitive personal information

We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations
- Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are unable to give consent.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.

We will only collect information about criminal convictions if it is appropriate given the nature of a member's role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the appointment process or we may be notified of such information directly by you in the course of your term as a member. We are allowed to use your personal information in this way as the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred on us.

Sharing your information

We share your personal data with third parties in order to carry out the public functions listed above. In particular we may share your information with the following organisations:

- The Board
- The organisation which appoints you which may be a local authority, a voluntary organisation or Welsh Government
- With Welsh Government when this is necessary to comply with out reporting obligations or any other statutory function
- With Powys Teaching Health Board to process expenses claims
- In the case of minutes of board meetings these are usually publicly available documents and will therefore be shared with any organisation or individual who requests copies.
- The names and other interests of members who sit on the board (or sub-committees) are also published in annual

reports and we may also publish photographs of board members.

We may also share your information, including bibliographical information, with any relevant external committee or interest group where you are nominated to and agree to sit on that committee or group.

Your personal data may also be shared with other third parties such as our insurers and professional advisers and third parties who supply goods and services to us, in order to allow us comply with legal requirements and to enable us to run our organisation effectively.

We do not sell, rent or otherwise make personal information commercially available to any third party.

Personal information you share with us

The law allows us to collect and use personal information about others in the course of carrying out our public functions. If you wish to give us personal information about another person, please speak to us to ensure that you are legally entitled to give us the information and for advice on whether you need to inform that person.

How long do we keep personal information

Our policy is to not hold personal information for longer than is necessary. We have established data retention timelines for all of the personal information that we hold based on why we need the information and captured this in our Data Retention Policy. We delete or destroy personal information securely in accordance with the Data Retention Policy.

Security

We are strongly committed to information security. We have put in place physical, electronic, and managerial procedures to safeguard and secure the information you provide to us including the use of encryption and pseudonymisation. If you

wish to discuss the security of your information please contact us.

Privacy Rights

Individuals have a number of rights under the data protection legislation. Our full Privacy Notice contains full details of all of the rights, although please be aware that not all of the rights will apply to you.

How to Complain

Please let us know if you are unhappy with how we have used your personal information. To do this please contact our IGO Helen Davies, Business Manager, Cwm Taf Morgannwg CHC, Ty Antur, Navigation Park, Abercynon, CF45 4SN
Phone 01443 405 830
Email Helen.davies@waleschc.org.uk

You also have the right to complain to the Information Commissioner's Office. More information about this is available on the ICO's website <https://ico.org.uk/>