

Royal Free Hospital Nurses League (RFHNL) Privacy Notice

The General Data Protection Regulation (GDPR) 2018

This document summarises our data policy as it relates to you as a league member. The GDPR is EU legislation, the terms of which are being incorporated into UK law in a new Data Protection Act. The purpose of the GDPR is to provide a set of standard data protection laws across the EU, making it easier for you to understand how your data is being used and to give you greater control over its use. These regulations will be in force until Brexit and it is expected that the UK will either adopt the GDPR in its entirety, or adopt similar national legislation.

The Royal Free Hospital Nurses League (RFHNL) undertakes to collect and use your personal data in compliance with the GDPR in our legitimate interest as a membership organisation. We use your contact details to administer your membership, communicate information to you and organise the AGM. We only share your names and addresses with trusted third parties, such as our printer and florist.

What personal data does the Royal Free Nurses League (RFHNL) collect?

The data we routinely collect includes members' names, former names, addresses and the year of qualification as a RFH nurse. Members provided this data when they joined the league and update the Honorary Membership Secretary with any changes. Membership is no longer open as the RFHNL will close in 2020.

Members provide photographs for publication in the annual magazine. We also have some more general images on the website where individuals are not so easily identifiable.

What is this personal data used for?

We use members' data to administer membership and communicate with members.

Who is your data shared with?

Membership data may be shared with our printer, accountant and florist.

Where does this data come from?

If you are a RFHNL member, you will have provided your personal data directly to us when you joined the league, or when you notified us of name or address changes enabling us to update your record. Since membership is now closed, there will be no new members' records created. Your RFHNL data can only be updated when you notify the Honorary Membership Secretary.

How is your data stored?

The RFHNL does not have its own premises. Our membership data is stored in digital form at the Honorary Membership Secretary's home. The rest of our data is in the form of written documents stored securely in the homes of the Honorary Secretary and Honorary Treasurer.

Who has access to your data?

The Honorary Officers of the RFHNL Executive Committee have access to members' data to carry out their legitimate tasks for the organisation, such as responding to enquiries from members. The Honorary Officers access this data for any legitimate purpose to do with their roles as honorary officers of the RFHNL but are not free to pass it on to any other organisation. Sub-contractors of the RFHNL may be given access to data for specific tasks, such as posting copies of annual magazine on our behalf. They are not allowed to use it for any other purpose.

What is the legal basis for collecting this data?

The RFHNL collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation. For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How can you check what data we have about you?

If you want to see the basic membership data we hold about you, you can contact the Honorary Membership Secretary.

Does the RFHNL collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”. The only data we record in this category relates to the disabilities of some of our members when they make an application to the Grants Committee.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used for example, you may ask for a photograph of you that appears on the website to be deleted by contacting the Honorary Website Manager.

How long we keep your data for, and why?

We destroy members' data after they resign or their membership lapses. Other data, such as that relating to accounting, is kept for the legally required or recommended period – 7 years for financial transactions.

What happens if a member dies?

Members' information will be destroyed when we are notified of their death.

What will happen when the RFHNL closes in 2020?

Members' information will be destroyed when the league closes. The remaining league papers and artefacts will be deposited at London Metropolitan Archives.