

## **Privacy statement – contact a Governor**

### **How we use your information**

The personal information you enter via this form is stored and processed in order to deal with your enquiry. Your request is only shared with the people who need to respond to it.

### **Who can access your information**

A small number of Trust staff have access to information from the form. These include the Governor Support and Development Officer, as well as a small number of website administrators who have access to the forms for technical support purposes. A small number of staff at VerseOne, who host and provide technical support for our website, also have access. You can see VerseOne's confidentiality policy here: <https://verseone.com/policies>.

### **How we store your information**

When a web form has been submitted, an email notifying the Governor Support and Development Officer is sent. This email contains no personal information. The email contains a link to a secure web address where the form can be securely downloaded and saved within our protected Trust computer network.

### **How long we store your information for**

We store personal information for as short a time as possible. Your details will be deleted from our web system as soon as the Governor Support and Development Officer has downloaded your referral.

We will keep a record of your name and the nature of your enquiry to help us respond to you appropriately should you get in touch again in the future.

### **Removal of your information from our records**

You are entitled to request that we remove any personal information we have about you stored within our systems at any time. For further information please contact our Data Protection Officer, Andrew Haw: [DPOenquiries@nottshc.nhs.uk](mailto:DPOenquiries@nottshc.nhs.uk).

### **Contact us**

If you have any questions about the way the website uses information, please email [communications@nottshc.nhs.uk](mailto:communications@nottshc.nhs.uk).