

## Privacy statement – membership form

### How we use your information

The personal information you enter via this form is used to register your interest in becoming a member. We will then contact you to discuss this. Your information is only shared with the people who need to process your request.

### Who can access your information

A small number of Trust staff have access to information from the form. These include the Membership Officer as well as a small number of website administrators, who have access to the forms for 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 Membership 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 Membership Officer has downloaded your referral.

We will then keep a record of your contact details on our Trust system in order to send you membership communications.

### 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).