



SOMERSET ACCIDENT VOLUNTARY EMERGENCY SERVICE

Affiliated to the British Association for Immediate Care

Registered Charity No. 264354

Personal Data Policy and Privacy Notice

Personal Data Held By SAVES:

SAVES holds personal data for 3 groups of Individuals:

- Members of SAVES (The Membership Database)
- Patients attended by SAVES (manually filed paper copies of clinical records)
- Individuals who have expressed an interest in joining SAVES (An e-mail circulation list, kept by the education facilitator)

The Membership Database:

The membership database is held as an Excel Spreadsheet in a folder held in the Dropbox file hosting service.

- The Controller of the Membership Database is the Hon. Secretary of SAVES.
- Processors of The Membership Database are all those with access to the Dropbox folder containing the Membership Database. This includes the Trustees and Officers of SAVES.

The Personal Data held is as follows:

- Membership Number
- Name
- Membership Category/Status
- Home Address
- Home Telephone
- Work Address
- Work Telephone
- E-mail Address
- Year of Joining

When an individual ceases to be a member of SAVES all personal information except for the individual's name and year of joining are removed from the database unless the member specifically consents to their information being retained. The name and year of joining are kept purely as a historical record of the organisation.



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Members' Personal Data is kept in the database for the following reasons:

- To inform members of meetings, business and events relevant to the work of SAVES that the Officers could reasonably expect to be of interest to the individual in their capacity as a member of the organisation
- To contact individuals to offer help or support regarding matters related to the business or clinical practices of members in their capacity of members.

No data from the membership database will be shared with other organisations without the specific consent of the member concerned.

On 20 May 2018 a copy of this policy and privacy notice was sent to all current members informing them of the data held, with a request for consent to continue to keep and use their data as outlined. Thereafter all new members will be provided with a copy of this policy and privacy notice on joining SAVES . From 20 May 2018 the membership application form has been amended to include a section outlining consent for such recording and use of members' data.

At any time members have the right to request details from the Hon. Secretary as to any if their personal data held by SAVES in the membership database.

Subject Access Requests:

Individuals have the right to request that the Hon. Secretary rectifies any errors, or erases any or all of their personal information held in the membership database or object to any information held. The Hon. Secretary will comply with any such requests with a month of receiving the request. If, for whatever reason, the Hon. Secretary refuses such a request he/she will respond the individual within a month explaining why and informing the individual of their rights to complain and to a judicial remedy. The Hon Secretary should consult other senior Officers of the organisation before refusing any such request.

Members should be aware that a certain amount of contact information is required by the organisation in order for them to maintain the privileges of membership. If they do not consent to the organisation maintaining adequate contact details they may be unable to join, or maintain their membership.

Members are requested to ensure that any changes to their personal information are notified to the Hon. Secretary



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Data Breaches:

SAVES is not classified as an organisation that is required to designate a data protection officer. However, all those with access to the Membership Database have a responsibility for the security of the data and should ensure that their access to the database is password protected. Copies of the database should not be held by individuals (although individuals may maintain personal e-mail circulation lists to facilitate communication between members). Any personal data breaches will be investigated by the Management Committee of SAVES. Any such breaches likely to result in a risk to the rights and freedoms of individuals will be reported to the Information Commissioners Office.

Clinical Records of Patients Attended by SAVES Members

Members of SAVES, who are health care practitioners, attend incidents at the request of South Western Ambulance Service NHS Foundation Trust (SWASFT). They hold honorary contracts with SWASFT and are obliged to keep clinical records of such incidents, as are all clinicians who work for SWASFT. These records will usually contain personal data of patients. These records are kept in accordance with processes laid down by SWASFT and are forwarded to SWASFT as part of their clinical recording process.

SAVES may keep copies of such clinical records for audit, learning and reference purposes.

By the nature of the work it is not practicable, or often feasible, to request specific consent from individual patients to keep such records. However all information in those clinical records are subject to clinical confidentiality and members have the same responsibilities for confidentiality as they do in all other clinical spheres such as general practice or hospital care.

When not in use, any clinical records will be stored securely in locked premises to the same security standards as is required of paper NHS clinical records.

No identifiable information from these records will be shared outside the organisation, except so far as the provisions for sharing the records with SWASFT or when transferring the care of a patient from one clinician to another, unless specific written consent is obtained from the patient concerned.

If used for training or audit purposes, measures will be taken to anonymise any clinical information shared.



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With the above in mind, the SAVES Management Committee takes the view that the organisation is using such data in ways that the individuals concerned would reasonably expect and which have a minimal privacy impact, and that there is compelling justification for use of such data to provide for the legitimate interests of the SAVES clinicians, the organisation and the patients themselves.

Individuals Expressing an Interest:

From time to time individuals may approach the organisation asking to be kept informed of meetings with a view to attending as a guest, or becoming a member of SAVES.

Any such approaches should, in the first instance be forwarded to the Education Facilitator of SAVES. The Education Facilitator may keep an e-mail circulation list of such individuals and retain only the information volunteered by the individual.

This information will be used only to inform such individuals of meetings, business and events relevant to the work of SAVES, that the Education Facilitator could reasonably expect to be of interest to an individual who has approached the organisation. He will not share any personal information provided outside the organisation.

The Education Facilitator will be responsible for ensuring that any information provided is only used for the purposes that the individual requests.

Other Information and Data Held by SAVES

SAVES does not hold a specific database of supporters or supporting organisations. Personal Data included in contacts from individuals is considered confidential. Likewise SAVES will not pass on any information on organisations that it may have communication with, except for information already in the public domain. SAVES hosts a Facebook Group for Facebook members interested in SAVES and supporting the activity of the charity. Any personal data posted or provided to Facebook by members of this group is the responsibility of Facebook.

References:

Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now. V2.0
20170525 Information Commissioners' Office
Agreed at SAVES Management Committee Meeting 8 May 2018