

## South Staffordshire Network for Mental Health (SSNMH) Privacy Notice

### How SSNMH (“we”) use your information.

Your privacy is important to us. We are committed to safeguarding the privacy of your information. Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures

### Why are we collecting your data?

We collect your personal data to fulfil our role as a membership organisation, to monitor and assess the quality of our services, to fulfil our purposes and to comply with the law regarding data sharing. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

### The categories of information that we may collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number and email address).
- Characteristics (such as gender, ethnicity, language, nationality, country of birth).

### Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with General Data Protection legislation.

### Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

### Requesting access to your personal data

Under General Data Protection legislation, you have the right to request access to information about you that we hold. This is known as a Subject Access Request (SAR). To make a SAR for your personal information contact the Data Processor at SSNMH:

- by email: [sunetwork@ssnmentalhealth.co.uk](mailto:sunetwork@ssnmentalhealth.co.uk)
- by mail: South Staffordshire Network for Mental Health, Mansell House, 22 Bore Street, Lichfield, WS10 6LL
- by phone: 01543 301139

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

### Your rights

Under the General Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights on the ICO website – see link below: <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

## **Changes to our privacy policy**

We keep our privacy policy under regular review and will place any updates on our website [www.ssnmentalhealth.co.uk](http://www.ssnmentalhealth.co.uk) This privacy policy was last updated on 11 March 2020.

## **Contact Details:**

- For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, or if you would like to discuss anything in this privacy notice please contact the Data processor on [sunetwork@ssnmentalhealth.co.uk](mailto:sunetwork@ssnmentalhealth.co.uk)
- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance and failing resolution to the Information Commission's Office at <https://ico.org.uk/concerns/>

## **If you need any further information please contact us:**

- by email: [sunetwork@ssnmentalhealth.co.uk](mailto:sunetwork@ssnmentalhealth.co.uk)
- by mail: South Staffordshire Network for Mental Health, Mansell House, 22 Bore Street, Lichfield, WS10 6LL
- by phone: 01543 301139