

UCH London Nurses' Charity Privacy Policy

In it we explain the ways we collect, use, release and manage information about current associate nurse members of the charity or deceased UCH nurse members and ensures that you know how we keep your personal information secure.

Our contact details:

UCH London Nurses' Charity

2nd Floor, Maple House, 235 Euston Road, London, NW1 2BU

Email us at: contact@uchlondonnursescharity.co.uk

Please do not telephone the office as it is closed during the Pandemic 2020-2022

What do we collect?

Types of data collected

We may collect and store the following information: names, maiden names, home addresses, email addresses, telephone numbers, dates of birth, dates of death, hospital training set number, place of work, ages, stories, bank details for membership subscriptions, charitable event payments, and donations from members and their families and friends.

We collect data in respect of associate members and their guests attending charity events, charity donators, recipients of our benevolent or educational funds, or other beneficiaries of our services. We may obtain data about former UCH nurses which have been submitted by families or may have been identified from hospital archival material.

Where do we collect the information from?

We may obtain the data from the Charity website online forms, from paper forms provided in the annual magazine which are posted to our London Office, and photographs and stories submitted from members, or their families via email or post. We may obtain historical data about nurses from hospital archival material. We obtain data from applicants for educational and benevolent funding.

How do we use the data?

Bank details are obtained and used to receive membership fees and event payments and donations. Bank details of beneficiaries are also used to make payments to them.

Current membership details such as name and addresses are published in the annual magazine. Deceased member names and dates of death may be announced within the magazine with permissions from a member of the family or next of kin.

We may use the information we hold to disseminate personally specific or general membership news or messages via email communications or by post. Such communications might be about payments due, lapsed memberships, to respond to benevolence or educational questions and applications, to ask opinions, disseminate surveys, or to send membership updates.

Photos, stories and historical memoirs may be published within the annual magazine or on the website with the individual member or their family permissions sought or granted.

How long do we keep the information for?

If membership lapses, then your information is stored on a database for two years and then deleted. Deceased members data is held on a separate data base for 10 years.

Life members are asked whether they give permission for their data to be retained. Annual membership permissions to retain personal data is requested at renewal.

Beneficiaries bank and personal details are kept for the duration of the membership and then deleted after two years if membership lapses or is deceased.

How we protect your information.

We have a secure password protected member database held on One Drive which is accessed only by authorised Trustees and the Charity's Administrator.

The charity website can be accessed by the general public and members, but no member details information is posted on this forum.

The annual charity magazine is posted only to associate members and we request within the magazine that magazines are returned to the Offices if members have died or are no longer at their address.

Your personal information will be kept confidential. We will not share it with any third-party organisations or individuals. Your personal information will not be sold, given away or shared with anyone else, unless we're required to do so by law.

Your Rights

You have a right to ask us to know what information we hold about you and to ask us to stop using it, to request we correct it, or to have it erased. If you don't want us to process your data anymore, please contact us by email (details above) or send us a letter (details above).

Changes to the Policy:

The (Committee) reserves the right to modify this privacy policy at any time. If we make changes to this policy, we will notify you via the website or the annual magazine, or via email, that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

The Trustees of UCH London Nurses' Charity have followed the guidance of the Information Commissioner's Office to draw up this policy.

Professor Helen Allan, Chair of Trustees

Paula Jenkins, Trustee

September 2021