

Grampian Hospitals Art Trust Privacy Statement

We take the protection of your personal data very seriously as we know how important it is to you. This Privacy Statement explains what data Grampian Hospitals Art Trust collects, how we use it and how you can control it. At all times, the data is handled in accordance with the requirements of the General Data Protection Regulation 2016 and the Privacy Communications Regulations 2003.

We process your data using one of four legal bases:-

Legitimate interest – we collect and process your data as required to conduct our business and provide our services to you, as detailed in the events listed below.

To fulfil or perform the requirements of a contract – where you have entered into a contract with us e.g when you purchase an item on our website

Legal obligation – this is relevant where we have a legal obligation to provide data e.g. sending gift aid details to HMRC for tax purposes.

Explicit consent – in cases where any of the above three basis are not appropriate, we will ask for you explicit consent to process and store your data.

Your Personal Data:

What we hold

We will never obtain personal data from third parties – only from you directly. We will then process and hold this data when any of the following events occur:-

- When you opt to receive emails from us about our events and exhibitions
- When you become a Friend of Grampian Hospitals Art Trust
- When you make a purchase on our website
- When you give your consent as part of our Artroom service within the hospitals
- When you make a gift aid donation to our charity
- When you contact us for any other reason by way of email, telephone etc – a record of your contact details may remain within our email, messaging and filing systems.

We only store personal data about you that is necessary to provide the documentation and service or carry out the contract that is associated with the above listed events. This will include some or all of the following information:-

- name
- postal address
- email address
- bank details provided on gift aid donation forms.
- telephone number
- other work and personal contact information as provided by you

How we store data

We will store your personal data in some or all of the following places:

- In our filing system and paper files
- In Microsoft Word documents on our computer data files
- In email systems
- In third party systems such as Mail Chimp, MyDonate or Eventbrite

Our IT systems

We have spoken to our email hosting company with regards to their security. They have provided us with a certification that the data they hold on their servers is being held securely.

What we do with the data

We only use the personal data that is relevant to providing the documentation and service that is associated with the above events. All data is processed in the UK by us alone, except in the event of a gift aid donation, where the data is shared with HMRC as part of the UK tax process. GHAT does not transfer your data where it can be used and accessed by third parties for their own use.

The Controller and Processor have a Data Protection regime in place to oversee the effective and secure processing of your personal data within the organisation of GHAT itself.

How long we hold data

We retain your personal data for as long as the data is required to support the events listed above. You always have the right, however, to have this data deleted from our systems at any point (as explained below).

Your rights

You have the right to request a copy of the personal data that we hold about you at anytime by contacting Sally Thomson at sally.thomson@nhs.net. 01224 552429

If at any point you believe the information we process on you is incorrect you can request to have it corrected, deleted or withdraw consent for it to be used.

If you wish to raise a complaint on how your personal data is handled, you can contact Sally Thomson at the email above to investigate the matter.

If you are not satisfied with the response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

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