

Thornbury & District Stroke Support Group

Data Protection Privacy Statement

Thornbury & District Stroke Support Group (TDSSG) is established with objects as set out in its Constitution to serve the interests of its Members. The personal information referred to in this statement will be used for the effective management of the legitimate interests of the TDSSG.

Personal Information

Personal information recorded will be restricted to full name, address, telephone number and email for members (*those that have suffered a stroke*), volunteers (*those providing support*) and those acting as emergency contacts. If appropriate, a members' date of birth, pre-existing medical conditions and details of their medication may also be recorded.

Reasons for Recording Personal Information

Membership details are held by the secretary for the purpose of:

- contacting members and volunteers about group activities
- contacting members family or carers in the event of an emergency
- providing medical information to health services in the event of an incident during group meetings or outings.

Agreement

TDSSG will only collect and keep contact information that members, volunteers and carers have supplied themselves and have agreed that TDSSG can use within the conditions of this statement. A separate agreement will be in place for medical related data.

Distribution

Personal data will only be distributed to the TDSSG Trustees and group leaders who will not pass on anyone's details without the individual's consent.

Medical information will be passed on to healthcare professionals only in the event of an emergency.

Right to Have Details Verified or Removed

Anyone may request to verify the accuracy of their personal data or to request its deletion by a request to the Secretary in writing. Such requests will be completed within 30 days.

Data Retention

TDSSG will only keep data for as long as it is needed. The data will be kept up to date and be reviewed annually.

Data Security

TDSSG will take care that all data stored on paper and in electronic systems is secure.

Medical information and emergency contact details will be recorded separately and not included in membership lists.

Data will only be kept on password protected devices and paper copies will be kept secure at all times.

Both electronic and paper copies will be erased/destroyed safely when they are no longer needed.

May 2018