



## Service Users Privacy Notice

This privacy notice applies to any patient, carer or client who receives care or support from St Michael's Hospice. This notice is to let you know what we do with the information you provide to us and why we need it.

### **Who are we?**

St Michael's Hospice Hastings & Rother is a registered charity, and we provide high quality, responsive palliative care and bereavement support across Hastings and Rother and work collaboratively with others to improve end of life care for all.

Our charity (no.288462) was registered in England and Wales on 5th March 1991, Company Number: 1776496. The Hospice has two subsidiary companies, St Michael's Hospice Lottery, Company Number 3351501 and St Michael's Hospice (Retail), Company Number 2404963 which are incorporated in the UK for the purposes of generating income for charitable purposes.

### **What information do we collect from you?**

To carry out our duties as provider of healthcare and wellbeing services we collect information about you that enables us to meet regulatory and contractual obligations and to ensure the effective management of the Hospice. This includes processing that allows us to provide the most appropriate service, care and support and to liaise with health and social professionals involved in your care. Your information helps us ensure that your support and care from the Hospice is tailored to your personal priorities and needs with a commitment to equality, diversity and inclusion. We also use your information to provide data for statistical and audit purposes and to ensure that all health and safety standards are met.

The personal information we collect may include one or more of the following:

1. Your name
2. Home Address
3. Telephone Numbers
4. E-mail address
5. Next of Kin details
6. Lasting power of attorney contact details
7. Advocate contact details
8. Emergency Contact details
9. Date of Birth
10. Gender
11. National Insurance Number
12. National Health Service/Hospital Number

# st michael's hospice

13. Nationality
14. Health Conditions or disabilities,
15. Information about past medical history, including medical notes from other clinicians and care providers
16. Information about past medicines and treatments
17. Information relating to risks that need to be considered in relation to your safety and the safety of those who provide support or care
18. Allergies
19. Correspondence with us
20. Information about care planning, wishes and preferences for care and treatment.
21. Any information you choose to share with us, including information about your sexual orientation, ethnicity and religion

If you use our website to access further information about the Hospice, please see our website Privacy Notice. It can be found at <http://stmichaelshospice.com/privacy-notice>.

## **How do we use the information we collect about you?**

We use your personal data for a number of purposes including the following:

- The provision of healthcare and support
- To contact you to offer support if you are a carer
- To contact you to support you in bereavement

Under the Data Protection Act 2018 we are permitted to process your information for one or more of the following reasons:

- you have provided consent
- it is necessary for us to be legally compliant
- to fulfil contractual obligations
- it is in the vital interest of an individual
- there is a legitimate interest to do so (e.g. in our role as a provider of health care or as an employer)

The Hospice will carry out a Legitimate Interest Assessment (LIA) for cases where legitimate interest is being used as a basis for processing information.

We will never share or sell your information to third parties for marketing purposes or for any unjustifiable reason.

We will provide your information to authorised parties as appropriate, e.g. East Sussex Healthcare Trust (ESHT), Care Quality Commission, pharmacy supplier, Continuing Health Care, NHS Digital (Community Services Data Set); and the Sara Lee Trust, providing them only with the information they need to deliver the

# st michael's hospice

relevant service or to comply with current UK legislation. In addition, if there is a legitimate business interest we will share appropriate information within the organisation. If you do not wish your health record to be shared, you can opt-out by contacting the Clinical Administration Team (details below).

The Hospice is compliant with the national data opt-out and will not use your information for planning and research if you have opted out.

## **How do we protect your information?**

We don't keep your information for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Protection policy which adheres to the Data Protection Act 2018.

We have Information technology (IT) systems that we use to keep your information safe and secure. Where this information is on a database that is not hosted by the Hospice, we have service contracts with providers that give assurance of compliance with the relevant legislation and standards for data security. Our IT systems are protected so that only those who need to access your data for their job role can see your information.

Where your information is not kept electronically we have security measures, policies and an audit process in place to ensure your information remains secure, not retained or processed unless there is a documented justifiable reason and is only shared on a "needs to know" basis.

## **How long do we keep your information?**

The length of time that we will retain your information will vary depending on the nature of the record. Our Data Protection policy specifies the length of retention period for specific information and this is determined either by statutory guidance or best practice. A copy of our Data Protection policy can be requested by sending an email to [DPO@stmichaelsospice.com](mailto:DPO@stmichaelsospice.com)

## **What are your rights over your information that you have provided to us?**

Under the Data Protection Act 2018, you have the right to:

- Be informed of what data we collect and how it is used
- Access your personal data by making a Subject Access Request
- Data portability-right to request transfer of data
- Make a complaint to the organisation that processes your information (St Michael's Hospice) or the Information Commissioners Office (ICO).

All requests will be considered and complied with in line with the ICO guidance. Any requests to rectify or restrict, and object to the processing of your data will be considered individually and discussed with you.

# st michael's hospice

We want to make sure that your personal information is accurate and up to date. Please let us know if your details change by contacting:

## **Clinical Administration Team**

St Michael's Hospice  
25 Upper Maze Hill  
St Leonards on sea  
East Sussex  
TN38 0LB  
e-mail: [clinicaladmin@stmichaelshospice.com](mailto:clinicaladmin@stmichaelshospice.com)  
Tel: 01424 456607

If you need to make a complaint or require further information on how your data is processed, please contact:

## **Data Protection Officer**

St Michael's Hospice  
25 Upper Maze Hill  
St Leonards on sea  
East Sussex  
TN38 0LB  
e-mail: [DPO@stmichaelshospice.com](mailto:DPO@stmichaelshospice.com)  
Tel: 01424 457984

You may also contact the Information Commissioners Office (ICO) if you are concerned, or unhappy with how the Hospice is processing your data. You can do this by reporting a concern on the ICO website <https://ico.org.uk/concerns/>

## **Changes to this privacy notice**

From time to time, we may need to update this privacy notice to ensure it meets any changes to regulations or reflects any changes to the way we manage your information. Please ensure you review the latest privacy notice that can be accessed on our website or on our HR Information system.