

Privacy Notice

Digital Story Telling

Your personal data:

Why we need it: The Digital Storytelling Programme asks for basic personal data in order to make contact with yourself. We do not collect any information from you that we do not need. The recording that is undertaken with you will be saved until the final cut version is agreed with you and then destroyed, with your permission. Please note our legal basis for recording this information is based upon consent and will only be used for the purposes outlined on the consent form.

What we do with it: All the personal data that we hold about you will be processed by Solent NHS Trust and no third parties will have access to this unless there is a legal obligation for us to provide them with it. We take all reasonable steps to ensure that your personal data is processed and stored securely.

How long we keep it: Solent NHS Trust will keep your personal data for a period of up to 5 years, after which it will be securely destroyed, unless we approach you to ask for this time span to be extended.

What are your rights? If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected.

If at any point you would like to request for your data to no longer be processed and therefore deleted, please do so by contacting CommunityEngagementandExperienceTeam@solent.nhs.uk

If you wish to raise a complaint on how we have handled your personal data, you can contact the Solent NHS Trust Data Protection Officer who will investigate the matter. If you are not satisfied with our 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).

You can contact our Data Protection Office on: **0300 123 3919**