

Hysbysiad Preifatrwydd Sefydliad Ffrwythlondeb Cymru

Mae'r hysbysiad preifatrwydd hwn yn dweud wrthyhych beth i'w ddisgwyl pan gaiff eich gwybodaeth bersonol ei phrosesu gan Sefydliad Ffrwythlondeb Cymru. Gallwch gysylltu â **Phennaeth Gwasanaeth neu Reolwr Ansawdd** y sefydliad yma:

Sefydliad Ffrwythlondeb Cymru
Llawr 1af
Ysbyty Castell-nedd Port Talbot
Ffordd Sgeti
Baglan SA12 7BX
Neu dros y ffôn ar: 01639 862698
Neu drwy e-bost ar: Stephanie.herring2@wales.nhs.uk



Rydym ni'n codi eich gwybodaeth bersonol o'r wybodaeth a roddir inni gennych chi, eich meddyg teulu, a'r sawl a wnaeth eich atgyfeirio chi at ein gwasanaeth.

Pam gallwn ni brosesu eich gwybodaeth?

Yn ôl y gyfraith, rydym ni'n gallu prosesu eich gwybodaeth bersonol o dan Erthygl 6 o'r Rheoliad Cyffredinol ar Ddiogelu Data (GDPR) gan fod y prosesu'n angenrheidiol inni gyflawni ein gweithrediadau swyddogol fel corff GIG. Bydd adegau lle byddwn ni'n dibynnu ar seiliau cyfreithlon eraill, megis pan fydd angen prosesu er mwyn inni gydymffurfio â'r gyfraith.

Yn ôl y gyfraith, rydym ni'n gallu prosesu gwybodaeth categori arbennig o dan Erthygl 9 o'r GDPR gan fod y prosesu'n angenrheidiol er mwyn rheoli systemau iechyd neu ofal cymdeithasol. Bydd adegau lle byddwn ni'n dibynnu ar seiliau cyfreithlon eraill, megis pan fydd angen prosesu er mwyn inni gydymffurfio â'r gyfraith.

Sut bydd eich gwybodaeth yn cael ei defnyddio

Rydym ni'n casglu a phrosesu eich gwybodaeth bersonol er mwyn rhoi cofnodion diweddar a chywir i wasanaethau gofal iechyd i'n galluogi ni i reoli eich gofal yn well. Byddwn ni ond yn casglu'r data sydd angen arnom, megis **gwybodaeth ddemograffig (enw, cyfeiriad, dyddiad geni a manylion cyswllt), canlyniadau ymchwiliad, gwybodaeth am driniaeth drwyddedig a chanlyniadau eich triniaethau gyda ni.**

Bydd y wybodaeth sydd gennym amdanoch yn ein helpu ni i wella'ch gofal a bydd yn arwain at well wasanaeth iechyd ar gyfer y dyfodol. Os ydych chi byth eisiau gwneud cwyn

am y gofal rydych chi'n ei dderbyn, gallem ymchwilio i'ch achos petai gennym ragor o wybodaeth i'w hystyried.

Am ba mor hir y byddwn ni'n storio eich gwybodaeth?

Ni fyddwn ni'n storio gwybodaeth bersonol am gyfnod hirach nag sydd angen. Bydd gwybodaeth bersonol yn ddiennw pan na fydd ei hangen mwyach ar fformat adnabyddadwy. Caiff ei storio yn unol â chanllawiau cadw data'r GIG fel a ganlyn:

- **Caiff gwybodaeth yn ymwneud â'ch triniaeth ei storio am 30 mlynedd**

Rhannu eich Gwybodaeth

Rydym ni'n rhannu eich gwybodaeth ag adrannau perthnasol o fewn y gwasanaeth iechyd. Caiff hyn ei wneud yn unol â deddfwriaeth diogelu data. Hefyd, efallai bydd angen inni rannu eich gwybodaeth â staff nad ydynt yn gweithio i'r GIG. Byddwn ni'n gwneud hyn os oes angen, a byddwn yn trafod hyn gyda chi ar yr adeg honno yn ôl yr angen.

Efallai gallwn ni rannu eich gwybodaeth â thrydydd parti i'n galluogi ni i fodloni eich anghenion iechyd a gofal, sydd yn cynnwys:

- Gwasanaethau Cymdeithasol;
- Gwasanaethau Clinigol Preifat;
- Gweithwyr Proffesiynol y Gyfraith (e.e. Cyfreithwyr)

A hefyd weithiau bydd yn rhaid inni basio gwybodaeth ymlaen yn ôl y gyfraith er enghraifft, mewn achos lle y cyhoeddir gorchymyn llys, neu pan nodwyd materion diogelu.

Sut gallwch gysylltu â Swyddog Diogelu Data'r Bwrdd Iechyd

Amlinellir manylion cyswllt y Swyddog Diogelu Data isod:

Swyddog Diogelu Data
Pencadlys, Bwrdd Iechyd Prifysgol Bae Abertawe
1 Porthfa Talbot
Port Talbot
SA12 7BR

Rhif ffôn: 01639 683336

E-bost: SBU.Confidentialityissues@wales.nhs.uk

Beth yw eich hawliau mewn perthynas â'ch data personol?

O dan gyfraith diogelu data, mae gennych chi hawliau y mae'n rhaid i ni eich gwneud chi'n ymwybodol ohonynt. Mae'r hawliau sydd ar gael i chi yn dibynnu ar ein rheswm dros brosesu eich gwybodaeth.

- Eich hawl i gael gwybodaeth
- Eich hawl i weld gwybodaeth
- Eich hawl i gael cywiriad
- Eich hawl i gael dileu gwybodaeth
- Eich hawl i gyfyngu prosesu
- Eich hawl i wrthwynebu prosesu
- Eich hawl gael trosglwyddo data

Ni chodir tâl er mwyn i chi arfer eich hawliau. Mae gennym ni un mis i ymateb i chi.

Hefyd, mae gennych chi'r hawl i wneud cwyn i awdurdod goruchwyllo os nad ydych chi'n hapus â'r ffordd mae'ch data'n cael eu prosesu. Yn y DU, Swyddfa'r Comisiynydd Gwybodaeth yw'r awdurdod goruchwyllo, y rhoddir ei manylion cyswllt isod:

Swyddfa'r Comisiynydd Gwybodaeth
Tŷ Wycliffe
Water Lane
Wilmslow
Cheshire
SK9 5AF

Ar-lein, sgwrs fyw: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/personal-information-concerns/>

Llinell gymorth: 0303 123 1113

Mae gwybodaeth bellach ar sut i arfer eich hawliau ar gael ar wefan Swyddfa'r Comisiynydd Gwybodaeth: <https://ico.org.uk/your-data-matters/>



Privacy Notice Wales Fertility Institute

This privacy notice tells you what to expect when your personal information is processed by the Wales Fertility Institute (WFI). You can contact the WFI **Head of Service or Quality Manager** at:

Wales Fertility Institute
1st Floor
Neath Port Talbot Hospital
Sketty Way
Baglan SA12 7BX
Or via telephone on: 01639 862698
Or via email at: Stephanie.herring2@wales.nhs.uk



We obtain your personal information from the information you provide to us, from your GP, and from the referrer to our service.

Why are we able to process your information?

We are legally able to process your personal information under Article 6 of the General Data Protection Regulation (GDPR) as the processing is necessary for us to perform our official functions as an NHS body. There will be occasions when we will rely on other lawful bases such as when the processing is required for us to comply with the law.

We are legally able to process special category information under Article 9 of the GDPR as the processing is necessary for the purposes of the management of health or social care systems. There will be occasions when we will rely on other lawful bases such as when the processing is required for us to comply with the law.

How Your information is used

We collect and process your personal information in order to provide healthcare services and to keep accurate, up-to-date records to enable us to better manage your care. We will only collect the data we need, such as **demographic information (name, address, date of birth and contact details), investigation results, licensed treatment information and the outcomes of your treatment with us.**

The information we have about you will help us improve your care and will lead to a better all-around health service for the future. If you ever need to complain about the care you receive, your case can be properly investigated if we have more information to consider.

How long will we store your Information?

We will not store personal information for longer than is required. Personal information will be anonymised when it is no longer required in an identifiable format. It will be stored in line with NHS retention guidelines as follows:

- **Information relating to your treatment will be stored for 30 years**

Sharing Your Information

We share your information between relevant departments within the health service. This is done in line with data protection legislation. We may also need to share your information with non-NHS staff. We will do this if it is necessary, and we will discuss this with you at the time as required.

We may share your information with 3rd parties to allow us to deliver your health and care needs. These include:

- Social services;
- Private Clinical Services;
- Legal professionals (e.g. Solicitors)

We may also sometimes have to pass on information by law for example, in the case of a formal court order being issued, or where safeguarding issues have been identified.

How you can contact the Health Board Data Protection Officer

The contact details for the Data Protection Officer are outlined below:

Data Protection Officer
Headquarters, Swansea Bay University Health Board
1 Talbot Gateway
Port Talbot
SA12 7BR

Tel: 01639 683336

E-mail: SBU.Confidentialityissues@wales.nhs.uk

What are your rights in relation to your personal data?

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

- Your right to be informed
- Your right of access
- Your right to rectification

- Your right to erasure
- Your right to restriction of processing
- Your right to object to processing
- Your right to data portability

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

You also have the right to lodge a complaint with a supervisory authority if you are unhappy about how your data is processed. In the UK, the supervisory authority is the Information Commissioner's Office whose contact details are provided below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

On-line, live-chat: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/personal-information-concerns/>

Helpline: 0303 123 1113

Further guidance on how to exercise your rights is available on the ICO website at: <https://ico.org.uk/your-data-matters/>

