

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/>

