



**NTSP**  
[www.tracheostomy.org.uk](http://www.tracheostomy.org.uk)

Acute ICU, Wythenshawe Hospital  
Manchester University Hospital  
Southmoor Road  
Wythenshawe  
Manchester, UK  
M23 9LT

NTSP Ltd  
National Tracheostomy Safety Project  
[www.tracheostomy.org.uk](http://www.tracheostomy.org.uk)

Tel: 0161 291 6420  
Fax: 0161 291 6421

Email: [admin@tracheostomy.org.uk](mailto:admin@tracheostomy.org.uk)

## **UK GDPR Data Protection, Data Use and Data Storage Policy**

### **1. Purpose**

This policy describes how the National Tracheostomy Safety Project (NTSP) collects, uses, stores, protects and disposes of personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and applicable legislation.

### **2. Scope**

This policy applies to all trustees, employees, volunteers, contractors and third parties processing personal data on behalf of NTSP.

### **3. Data Controller**

NTSP Ltd is the Data Controller unless otherwise stated.

### **4. Lawful Basis**

Processing is undertaken only where a lawful basis under Article 6 UK GDPR exists. Special category data is processed only where an Article 9 condition applies.

### **5. Personal Data**

NTSP may process contact details, professional information, training records, communications, website usage, donation information and other data required to deliver its services.

### **6. Data Use**

Data is used to deliver education, training, memberships, events, communications, governance, research where appropriate, legal compliance and service improvement.

### **7. Storage and Security**

Data is stored securely using appropriate physical and electronic safeguards including access controls, passwords, encryption where appropriate, backups and staff awareness.

### **8. Retention**

Records are retained only for as long as necessary to meet operational, contractual and legal requirements before secure disposal.

## **9. Sharing**

Data is shared only where necessary with contracted processors, regulators or partners under appropriate agreements.

## **10. Rights**

Individuals may exercise their rights of access, rectification, erasure, restriction, objection and, where applicable, data portability, and may complain to the Information Commissioner's Office.

## **11. Breaches**

Suspected personal data breaches must be reported immediately and managed in accordance with NTSP incident procedures and UK GDPR requirements.

## **12. Review**

This policy will be reviewed at least every two years.

Version	1.0
Effective date	1 July 2025
Review date	1 July 2027
Owner	NTSP
Approved by	NTSP Trustees