

PPG Privacy Policy July 2022

Personal Data Collected

We currently collect and process the following information:

- Name
- Contact Number
- Email Address
- Preferred Contact Method
- Age
- Ethnicity

How We Get The Personal Information And Why We Have It

Most of the personal information we process and use is provided to us directly by you for one of the following reasons:

- You have consented to join our PPG.

We use the information that you have given us in order to

- Keep an active register of all our PPG members.
- Update on the progress of comments and suggestions within PPG meetings.
- Collect your views and experiences when using the service.
- Communicate with members to advise of upcoming PPG events / meetings.

We may share this information with other individuals within the PPG for the sole purpose of the PPG

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Mrs Jackie Crichton (Practice Manager) sdccg.leithhillpractice@nhs.net

(d) We have a vital interest.

(f) We have a legitimate interest.

How We Store Your Personal Information

Your information is securely stored.

We keep your personal within a protected and secure area of our network. Authorised individuals with the sole interest of the PPG will only access your information. Your

data will be kept for the for the duration of your time within the PPG. If at any point you do not wish to be part of the PPG, your data will be removed immediately from the database once we have been notified.

Minutes of PPG events will be made and all identities will remain anonymous.

Your Right To Withdraw

The PPG is entirely voluntary; you can withdraw at any by contacting the practice using either of the below methods.

Email: sddcg.leithhillpractice@nhs.net with the subject heading PPG

Website: Contact us page www.leithhillpractice.nhs.uk

Post: The Leith Hill Practice, 168 The Street, Capel, RH5 5EN

Your data will be removed and you will not be contacted further regarding the PPG. Should you chose to withdraw from the PPG your direct care will not be impacted.

Moving Practices

PPG membership is available to registered practice patients only. Please let us know if you decide to leave the practice, your PPG registration is separate to your medical records and your information will not be removed automatically.

Your Data Protection Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at sdccg.leithhillpractice@nhs.net, 01306 711105 and or 168 The Street, Capel, Surrey, RH5 5EN if you wish to make a request.