

**Patient Participation Group**

**&**

**Virtual Patient Participation Group**

**Privacy Notice**

Quorn Medical Centre requests your name, email address or address, and phone number, in order to send you information about the meetings and activities of its Patient Participation Group.

Your details will be stored securely in Quorn Medical Centre’s shared drive on the secured nhs.net portal, and will be removed within one month if you end your membership of Quorn Medical Centre Patient Participation Group.

You can withdraw your consent for us to use your information, or ask us to amend or delete your details, by emailing [quorn.medicalcentre@nhs.net](mailto:quorn.medicalcentre@nhs.net)

We are required by law to provide you with the following information about how we handle your information.

|  |  |
| --- | --- |
| **Data Controller** | Quorn Medical Centre, 1 Station Road, Quorn, Loughborough, Leicestershire, LE12 8BP |
| **Data Protection Officer** | Umar Sabat, Partner  IG-Health  Mobile: 07894 826 037  Email: [umar.sabat@ig-health.co.uk](mailto:umar.sabat@ig-health.co.uk) |
| **Lawful basis for processing**  **Purpose of the**  **processing** | We have our own data protection policy, in compliance with the General Data Protection Regulation (GDPR) and other relevant legislation.  To communicate with our PPG Panel and Virtual PPG, to invite them to meetings and events.  To serve the legitimate interests of our PPG Panel and Virtual PPG. |
| **How personal data is used and stored** | The Practice and our PPG Panel strive to eliminate data protection risks.  We only collect, store and use the minimum amount of data that we need for our purposes.  We only collect, store or use personal data if we deem it necessary for a clear, specific purpose.  We store contact details securely using the nhs.net portal.  Contact details of the PPG Panel are shared with fellow panel members **only** if consent has been given for this.  Members of the PPG Panel are requested to sign a consent/confidentiality form, agreeing to the following:   * that they will not pass on the contact details of a fellow panel member to any other person without specific consent; * that they will not use the contact details of a fellow panel member for anything other than PPG business without specific consent; * that they will not put the contact details of a fellow panel member on group publicity without specific consent; * that if someone leaves the PPG Panel, all remaining members will delete their details, and vice versa, unless specific consent is given to keep them.   Contact details of the Virtual PPG **are not shared** with anyone except for staff employed by Quorn Medical Centre. All communication to members of the Virtual PPG uses BCC to protect their identity.  We also take photos at our health education events. These are published on our Practice Website and our Practice Facebook site for a period of one month and then removed. Attendees at the event are always informed about the taking of photos and can request not to take part. |
| **Recipient or categories of recipient** of the processed data | Contact data for members of the PPG Panel will be shared with fellow panel members subject to consent.  Virtual PPG data is not shared with anyone, other than the Practice staff who are responsible for contacting the Virtual PPG. |
| **Right to access and correct** | We have the responsibility to ensure you know what data is held about you in relation to our Patient Participation Group.  You have the right to request the amendment or removal of such data.  You have the right to request removal from our mailing list at any time. |
| **Retention period** | If a member leaves the PPG Panel or the VPPG, their details are removed from these records within one month.  Photos taken at events are removed after one month from our Practice website and Facebook site. |
| **Right to complain** | You have the right to complain to the Information Commissioner’s Office.  If you wish to complain follow this link <https://ico.org.uk/global/contact-us/>  or call the helpline on 0303 123 1113 |