**PPG Privacy Notice**

Reviewed: 27.06.19

By: Alison Williams

Next Review Due: May 2021

**Whitby Group Practice Patient Participation Group (PPG)** has a legal duty to explain how we use any personal information we collect about you, as a member of the PPG or virtual PPG. Its committee members and associated professionals, such as the Practice Manager, GP’s and Patient Liaison Lead of Whitby Group Practice, have access to and use personal sensitive data as defined in the General Data Protection Regulation and Data Protection Act 2018.

**What information do we collect about you?**

Names

Email Addresses

**How we use your information**

The committee members and associated professionals communicate with each other and carry out the business of the Patient Participation Group. To keep you up-to-date with correspondence, latest developments and ask your opinion on services provided by the Practice, the PPG produces minutes which are sent to subscribers.

**Maintaining confidentiality**

This information is supplied with your consent to the editor of the minutes.

The editor is asked to adhere to all current Data Protection Laws and the General Data Protection Regulation (GDPR) and specifically, to keep information stored on personal devices safe and secure.

Personal Sensitive Data is not shared with third parties for any purpose outside of producing and sending the newsletter.

In the first instance, all queries or concerns regarding data should be directed to the Practice Patient Liaison Lead of Whitby Group Practice.

You have a right to access the information we hold about you, and if you would like to access this information, you will need to contact the Practice Patient Liaison Lead of Whitby Group Practice.

**Opt-outs**

If you wish to opt-out of receiving the minutes contact the Practice Patient Liaison Lead of Whitby Group Practice.

**What to do if you have any questions**

Should you have any questions about information the PPG holds about you, you can:

1. Contact the PPG’s data controller via email at: awilliams16@nhs.net
2. Write to the PPG at Whitby Group Practice, Spring Vale Medical Centre, Whitby, North Yorkshire, YO21 1SD.

The Data Protection Officer (DPO) for Whitby Group Practice PPG is Alison Williams.

**Complaints**

Should you have any concerns about how your information is managed by the PPG, please contact the Practice Patient Liaison Lead of Whitby Group Practice. If you are still unhappy following a review by the PPG, You can also contact the National Association for Patient Participation (N.A.P.P.) on 01932 242350 or admin@napp.org.uk

If you remain dissatisfied with our response you can contact the Information Commissioner’s Office at Wycliffe House, Water Lane, Wimslow, Cheshire SK9 5AF – Enquiry Line: 01625 545700 or online at www.ico.gov.uk

**Change of Details**

It is important that you tell the PPG if any of your details such as your name or email address has changed in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

**Changes to our privacy policy**

We regularly review our privacy policy and any updates will be published on the Whitby Group Practice website.