

# DRAFT

## PHOENIX SURGERY PATIENT PARTICIPATION GROUP

### Privacy Notice

Phoenix Surgery Patient Participation Group is committed to respecting your privacy. This Privacy Notice is provided for our current and prospective members.

This Notice tells you about how we collect, process, use and share your personal data, in accordance with the EU General Data Protection Regulation (2016/679), (the “Act”), which is effective in English Law from 25 May 2018.

In relation to the personal data you have given us we are a Data Controller under the Act. We can be contacted via the surgery website.

#### **Data we collect and store about you.**

We collect from you and store your name and contact details so that we can provide you with information about committee meetings, the Annual General Meeting, notices concerning health issues and projects we are involved in. We do not obtain any information about you from third parties unless we have your specific consent.

#### **Sensitive Personal Data (“Special Categories” under the Act).**

We may receive from you information which you volunteer about your health, e.g. if you are unable to attend a meeting and sometimes other sensitive personal information. This is not stored.

#### **How we may contact you.**

Our usual method of communication is by group email sent by one of the Co-Chairs and may contain information links or attachments. We may also telephone you, send emails directly, or use post / hand delivery if you have not provided us with an email address. You can stop us contacting you by email at any time by requesting your removal from the mailing list. We will not hold any information once you cease to be a member.

#### **Your choices about what we collect and implications of withholding data.**

If you prefer us to use less personal data about you, you can provide us with less, for example by not providing a telephone number. However, if you withhold information you may miss important messages. Your name and contact details must be held by us while you are a member.

#### **Our use of Your personal data.**

For as long as we hold your data, it will be used for the following purposes:

<b>PURPOSE</b>	<b>LEGAL BASIS</b>
To provide you with administrative services and information about PPG events.	Necessary to perform the services described.
To provide you with information you may request from us.	Our legitimate interest in responding to your request.