**DATA PRIVACY NOTICE**

**Fairfield Surgery Patient Participation Group**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**2. Who are we?**

The Fairfield Surgery Patient Participation Group is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

The Fairfield Surgery Patient Participation Group comply with their obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

**4. What is the legal basis for processing your personal data?**

The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

We use your personal data for the following purpose: -
To inform patients of the Fairfield Practice of health issues and health information that may be relevant to them.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members of the PPG committee for purposes connected with the PPG. We will only share your data with third parties with your consent.

**6. How long do we keep your personal data?**We keep data, specifically, your email address so that we can communicate health information to you and Committee Members’ contact details while it is still current.

Otherwise we securely dispose of material when it is no longer applicable or needed, with the exception of: historical information and minutes of meetings.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the Fairfield Surgery Patient Participation Group hold about you;
* The right to request that the Fairfield Surgery Patient Participation Group correct any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data be erased where it is no longer necessary for the Fairfield Surgery Patient Participation Group to retain such data;
* The right to withdraw your consent to the processing at any time
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to lodge a complaint with the Information Commissioner’s Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary on 01435 883043 or the Chairman on 01580 819326

You can contact the Information Commissioner’s Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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