

Sovereign Medical Centre (the Practice)

Data Protection Privacy Notice for Members of Sovereign Medical Centre Patient Participation Group (PPG)

Introduction:

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

This privacy notice applies to personal information processed by or on behalf of the practice.

This Notice explains.

- Who we are, how we use your information and our Data Protection Officer
- What kinds of personal information about you do we process?
- What are the legal grounds for our processing of your personal information (including when we share it with others)?
- What should you do if your personal information changes?
- For how long your personal information is retained by us?
- What are your rights under data protection laws?

The UK General Data Protection Regulation (UK GDPR) became law on 24th May 2016. This is a regulation on the protection of confidential and sensitive information. It entered into force in the UK on the 25th May 2018, repealing the Data Protection Act (1998), being supplemented by the Data Protection Act 2018.

For the purpose of applicable data protection legislation (including but not limited to the UK General Data Protection Regulation (Regulation (UK) 2016/679) (the "UKGDPR"), and the Data Protection Act 2018 the practice responsible for your personal data is Sovereign Medical Centre.

This Notice describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data collected from members of the PPG.

What is the Patient Participation Group (PPG)?

Sovereign Medical Centre has established a PPG to help us to gather views and experiences from people who use our services. The PPG aims to allow our service users to be actively engaged and involved in decision-making to help shape our services and culture, with the aim of supporting high-quality sustainable services.

How we use your information and the law.

Sovereign Medical Centre will be what's known as the 'Controller' of the personal data you provide to us. Participation in the PPG is entirely voluntary. If you are interested in joining our PPG, you will need to email sovmc.ppg@nhs.net or speak to a member of staff.

If you have expressed an interest in attending our PPG, we will collect the following information about you:

- Name.
- Contact number.
- Email address.
- Preferred contact method.
- Age.
- Ethnicity; and
- Area in which you live.

Your information will be used to:

- Keep a register of current members.
- Contact you with details of PPG meetings.
- Progress any comments or suggestions; and
- Collect views and experiences from people from a range of equality groups.

You may be asked for your view and experiences in relation to.

- How the Practice can achieve its aims in providing best possible provision to its patients
- What developments in the community that may impact healthcare have occurred
- What other health services are doing and providing feedback to the Practice
- What patients and individuals who have not accessed our services think of the practice

Our virtual PPG members will be contacted every 3 months, and depending on response a video conference will be held on bespoke topics. Where PPGs are held remotely, we will provide instructions ahead of meeting.

We will also advise you with details of Primary Care Network (PCN) PPG meetings should you wish to join them.

How do we lawfully use your data?

As a healthcare provider, we are regulated by the Care Quality Commission (CQC) and have established our PPG to support us to meet our CQC requirements. Specifically, the PPG assists us in responding to the CQC's Key Lines of Enquiry relating to 'well-led' domain.

The output of the PPG will be used to help influence how we provide our healthcare services which we have been commissioned to provide under the NHS Act 2006 and the Health and Social Care Act 2012.

Article 6 (1) (e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 9 (2) (h) -processing is necessary for...the provision of health or social care or treatment or the management of health or social care systems and services..."

Changing your mind

You can withdraw from the PPG at any time. We will remove your contact details from our PPG register, and you will not receive any further contact relating to our PPG.

If you wish to withdraw from the PPG, please email sovmc.ppg@nhs.net

Your Direct Care will not be impacted in any way should you choose not to take part.

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- The UK General Data Protection Regulation 2016
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- NHS Codes of Confidentiality, Information Security and Records Management

We will only ever use or pass on information about you if others who have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e., life or death situations), where the law requires information to be passed on.

Our practice policy is to respect the privacy of our members and to maintain compliance with the UK General Data Protection Regulation (UK GDPR) and all UK specific Data Protection Requirements. Our policy is to ensure all personal data will be protected.

All employees and sub-contractors engaged by our practice are asked to sign a confidentiality agreement.