



2 Portland Street Newark
Nottinghamshire NG24 4XG
Tel no: 01636 702363

Website address: www.lombardmedicalcentre.co.uk

PPG PRIVACY NOTICE

Reviewed: May 2019
By: Susan Ashton
Next Review: May 2020

Lombard Medical Centre 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 Director, GP's and Patient Liaison Lead of Lombard Medical Centre, 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
Telephone Number
Gender
Ethnic Origin

The committee members and associate 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 and the PPG secretary.

The editor and secretary are asked to adhere to all current Data Protection Laws and the General Data Protection Regulations (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 Director or Assistant Practice Manager.

You have the 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 Director or Assistance Practice Manager.

Opt-outs

If you wish to opt-out of receiving the minutes contact the Practice Liaison Lead of Lombard Medical Centre or the PPG secretary.

What to do if you have any questions

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

1. Contact the PPG's data controller via email at: NSHCCG.C84029@nhs.net
2. Write to the PPG at Lombard Medical Centre, 2 Portland Street, Newark, Notts. NG24 4XG
3. Contact the PPG at lombardmedicalcentrepvg@gmail.com

Complaints

Should you have any concerns about how your information is managed by the PPG, please contact the Practice Liaison of Lombard Medical Centre. 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. SK6 5AF 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 so our records are accurate and up to date for you.

Changes to our policy

We regularly review our privacy policy and any updates will be published on the Lombard Medical Centre website.