

# **Data Protection Privacy Notice for Members of Dawley Medical Practice Patient Forum (PF)**

This privacy notice explains what happens to any personal data you give us. It describes how it is collected, used, and managed by the PF. You have a right to keep your personal data private and the PF has a legal duty to protect this.

**Dawley Medical Practice is known as the ‘Controller’ of the personal data you share. The Data Protection Officer - Denise Hallett, Practice Manager.**

## **What is the Role of the Patient Forum (PF)?**

Full details can be found in the PF Terms of Reference. You will be given a copy of this when you join.

## **How we use your data and the law:**

All members of the PF will be asked for:

- Full Name.
- Contact number.
- E-mail address.
- Preferred contact method.
- Age.
- Ethnicity
- Postcode

We use your data to:

- Keep a register of current members of the PF
- Contact you with details of PF meetings and share minutes of the meetings (e.g., on the practice website)
- Collect views and experiences from people who represent different equality groups.

## **Changing your mind:**

You can leave the PF any time by emailing [dawley.general@nhs.net](mailto:dawley.general@nhs.net). Your details will be taken off the PF register and you will not receive any further contact from the PF.

## **How do we keep your records private?**

We are committed to protecting your privacy. We will only use information collected in accordance with the law. Please ask the PF for more information.

No other people or organisations can see your personal data. The Practice has a Data Protection regime in place to keep your data secure.

We will not share your information with any third-party individuals, groups, or organisations without your permission.

## **We may need to share your data with our partner organisations**

Shropshire, Telford & Wrekin Integrated Care System  
NHS England (NHSE)  
Telford & Wrekin Local Authority  
Care Quality Commission (CQC)

The practice will talk to you if they are going to share your data. In some cases you will be asked to agree for this to happen.

The Practice may on behalf of the PF also use outside companies to process personal information. This could be for storage purposes. These companies are bound by contractual agreements to keep your data secure.

## **How long will we store your data?**

The practice is required to hold your data for a period of 6 years. This is specified by NHS England.

## **How can you change and remove the personal data that you have given to us?**

You should tell the PF Chair of any changes to your data such as address or contact details. We can then update your records.

The PF administrator may sometimes ask you to confirm that the information we hold is correct.

## **You have the right to:**

- Raise any aspects of this Privacy Notice
- Disagree to the use of your data by the PF
- Withdraw consent at any time to use your data
- Ask us to remove your personal data if used unlawfully
- Access your data. You can ask to view or get a copy of what information is held about you. If anything is wrong, you will need to let the PF chair know in writing

## **Objections / Complaints**

If you are not happy with any aspects of this Privacy Notice, please contact the Chair of the PF or the Practice Data Protection Officer.

## **Changes to the Privacy Notice:**

We may need to make changes or updates to this Privacy Notice. These will be discussed at a PF meeting.