

**St Stephens House Surgery
Patient Participation Group (PPG)**

GDPR policy

The General Data Protection Regulation (GDPR)*

It consists of 7 principles and any data the PPG held will be used as summarised below:

- **Lawfulness, fairness and transparency:** Data will be processed lawfully, fairly and in a transparent manner in relation to individuals.
- **Purpose limitation:** Collected for specified, explicit and legitimate purposes for use by the PPG.
- **Data minimisation:** Adequate, relevant and limited to what is necessary in relation to the purposes of the PPG.
- **Accuracy:** Accurate & where necessary, kept up to date.
- **Storage limitation:** Permits identification of data subjects and kept for no longer than is necessary.
- **Integrity and confidentiality (security):** Processed in a manner that ensures appropriate security of all personal data held by the PPG.
- **Accountability:** Individuals will be held accountable for the use and storage of data.

How will we, the PPG, comply with the regulations?

- The Controller of the database will ensure that the data is processed lawfully. This means that a patient must have given their active consent to their data (ie, their email addresses) being stored.
- We will keep a record of how and when an individual gave consent.
- Individuals can ask for access at "reasonable intervals" to the data being kept on them and we will respond within 14 days. Inaccurate data will be amended without delay.
- Individuals have the "right to be forgotten" and we will do this, in full, on request.
- The information we store will be confirmed with individuals on request.
- All information we will be kept confidential. Should a data breach occur it will be investigated, without delay, by the PPG Chair, or delegated representative and if appropriate, reported to the relevant authority.
- This policy will be reviewed by the PPG committee every 3 years, or when the regulations are updated or amended.

*GDPR is an EU Regulation, adopted in full by the UK on 25th May 2018.

PPG Chair:



St Stephens Practice Manager:

