

# Wetmore Road Surgery PPG Privacy Notice

This privacy notice explains how Wetmore Road PPG, collects, manages, uses and protects your data. It outlines the type of data we hold and how we use it to interact with you.

## The categories of information that we process include:

- personal identifiers and contacts (such as name, contact details)
- characteristics (such as ethnicity, age group)

## Why we collect and use information

We collect and use your information, for the following purposes:

- a) to communicate with you regarding the activities of the PPG
- b) to give an overview of the demographic of the PPG
- c) to provide a means of communication if you volunteer to represent the PPG at another forum

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing information is:

- for the purposes of running the PPG in accordance with the legal basis of legitimate interests.

## How we collect your information

We collect your contact details when you express an interest in joining the PPG and further information if you decide you would like to commit to being part of the PPG.

Your contact details are essential for the PPG's operational use. The information you give us is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether the information is essential to the running of the group or purely helpful for accountability and monitoring purposes.

## How we store information

We hold your information securely for the period of time you are part of the PPG.

## Who we share information with

We do not routinely share your information with anyone. The only circumstances in which we would pass on your information is if you volunteer to attend a meeting or join a committee as a representative of the PPG. In this circumstance we will pass on the contact details necessary to the organisation to communicate with you.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to your personal information we hold. To make a request for your personal information contact the PPG secretary.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact the PPG secretary via the Practice Manager or email [wetmoreppg@outlook.com](mailto:wetmoreppg@outlook.com)