

Holly Tree Patient Participation Group (PPG) and Virtual Patient Participation Group (VPPG)

(Draft) Data Protection Policy to comply with General Data Protection Regulations (GDPR): Implemented 23 May 2018

The Patient Participation Group consists of those members of the Holly Tree surgery who have requested to take part in the work of the Patient Participation Groups. Membership of the PPG/VPPG is open to patients of the Holly Tree General Practice who are age 16 or over.

The contacts database contains those members who have agreed that their email data can be used for communication related to the activities of the PPG/VPPG. The data consists of names and email addresses only. No other personal or sensitive data will be held in the database. The data will be held in a 'contacts' list on the GMAIL server.

There will be no linkages or exchange of data between the PPG data and that of the Holly Tree General Practice (your private personal and/or medical data).

The data will be managed by, and available only to the Chair, Secretary and Virtual PPG co-ordinator (if the latter is appointed). The data will be held in a password protected GMAIL account. Knowledge of the password will be restricted to the Chair, Secretary and Virtual PPG co-ordinator (if appointed).

The sole purpose for holding the data is **(a)** to collect information from patients about their experience of the Holly Tree Surgery and **(b)** to report on the outcomes of the annual survey and **(c)** to share with members of the PPG/VPPG issues that directly affect, or are directly related to their health and well-being.

We will not share your data with other members of the PPG/VPPG, the Holly Tree Surgery or any third party.

Email messages will be sent only using BCC address format.

On request to the Chair or Secretary, any member of the PPG/VPPG will be given a copy of the data held on them. (Email: hollytreevirtualppg@gmail.com)

On request to the Chair or Secretary, any member of the PPG/VPPG shall have their data removed from this email list. (Email: hollytreevirtualppg@gmail.com)

Any breach of this policy will be reported by the Chair at the next meeting of the PPG and reported within 36 hours to any individual(s) involved.

Where any destruction, loss, alteration or unauthorised disclosure of data, that may have a detrimental effect on an individual, is identified this breach will be reported to the Information Commissioners Office within 72 hours.

This policy will be reviewed by the PPG, and if necessary revised every two years.

David Kirk
20 May 2018