Privacy Notice

Cleveland LMC is the representative body for all GPs on Teesside.
Registered as a Company limited. Registered Company No. 7857018.

**Organisation:** Cleveland Local Medical Committee Ltd, First Floor, Yarm Medical Practice, Worsall Road, Stockton on Tees, TS15 9DD Tel. 01642 745811

**Data Controllers:** Cleveland Local Medical Committee Limited, First Floor, Yarm Medical Centre, Worsall Road, Yarm, Stockton on Tees, TS15 9DD.

Tel: 01642 745811 Fax: 06142 745812

Latest Policy Date: 23 May 2018

**Data Protection Officer**: Janice Foster, Chief Executive janice.foster@nhs.net

Jackie Jameson, Business manager jackie.jameson@nhs.net

Please note, this policy will be regularly reviewed and updated accordingly in line with current General Data Protection Regulations guidance.

**What information do we collect from you and how we use the information**..

All information collected will only be used for the purpose of bulletins, newsletters, mailings, elections on behalf of the LMC / CCGs / Federations, events/training, information and guidance be it on a locality, practice or individual level, surveys, DBS checks, levy collections. To communicate with our constituent GPs, their Practice managers and others in order to gather and disseminate knowledge, advice and bespoke information.

We record your name, contact details (including, emails, addresses, practice address, telephone number), professional status, gender/sex, contacts with the LMC office. This may include email correspondence, letters and summaries of telephone conversations. This may relate to mailings sent by the LMC, individual advice and support. This information is held securely and confidentially.

**Legal Basis for Collecting:**

The law states that we must collect your information in accordance with a legal basis. We will only use any information that you provide consistent with the principles of the Data Protection Act (and GDPR after May 2018). This legal basis is supported under articles 6 (1) (c) and 9 (2( (d) of the GDPR. On exceptional occasions we may act under Article 6 (1) (a) and Article 9(2) (a)you will be made aware were we process your data Where we ask for personal information (your contact details) this is to ensure we provide you with information that we believe is important to you and your practice’s membership of the LMC. Other information collected is to help us to continually improve our service to you.

We only pass on your personal information with consent or where we have a legal obligation to do so. We will not share your personal information with other organisations, for market research or commercial purposes and will not pass on your details to other websites.

**How long do we keep hold of your information:**
Your data will be retained in line with current law and national guidance. However, we do not keep your information any longer than we consider reasonably necessary.

**Security:**

We hold your data electronically, password protected and held securely on either our internal computer systems or on a third party secure server. In some instances, data can be accessed by mobile devices which are password protected. Where paper records are retained, these are held securely in a locked filing cabinet within Cleveland LMC office.

The LMC uses a third party service my surgery website to help maintain the security and performance of Cleveland LMC website.

You have the right to object to your information being used in some or all of the ways as described in this policy. Please contact Cleveland LMC Data protection officer should you have an questions or issues with the use of your information.

If you remain dissatisfied with our response you may complain to the ICO <https://ico.org.uk/global/contact-us/> or telephone: 0303 1231113 or 016425 545745

**Right of Access / Correct Information:**

You have the right to access the data we hold and have any inaccuracies corrected. You have the right to request your specific data under a Subject Access Request and we will process that request in line with relevant legislation.

You have the right to ask us to delete your contact details and you will no longer receive any communications from us.

You have the right to object to your information being used in some or all of the ways as described in this policy. Please contact the Data Controller should you have any questions or issues with the use of your information as described here.

You have the right to complain about the management of your personal information. In the first instance please refer your complaint to the DPO. If you remain dissatisfied with our response you may complain to the ICO https://ico.org.uk/global/contact-us/ or tel. 0303 1231113 (local rate), or 01625 545745 (national rate).

**Recipient or Categories of Recipients of the Processed Data**

Data may be shared with third parties (i.e. CCGs, Federations, GPC) in the following context:-

**Elections**: The use of email addresses held on the LMC system may be used for locality / national CCG and GPC election purposes or for internal committee elections.

**Levy Collections**: Practice name and patient population details will be shared between the LMC and CCGs in order to process levy collections be them statutory or voluntary. Where voluntary, relevant mandates are held by the LMC and shared with the CCG.

**Direct Marketing**:

We will not share your information for marketing purposes unless we have your consent.

**Education / Training:**

As part of the ongoing service the LMC provides to practices, training and education mailings will be disseminated to relevant contacts on our database from time to time.

**Cookies:**

When visiting the LMC website www.clevelandlmcs.org.uk you can be assured that Cleveland LMC Website does not use cookies to track your activity online.

My Surgery Website Limited provides Cleveland LMC website and does not set first party cookies on this website containing any personal data unless specifically instructed to do so by the user. For example, if a user requests to be remembered on a form then a cookie is set to retain the form data for next time.

The Web Site uses third-party Cookies to collect anonymous traffic data about your use of this website. This information is stored by Google and subject to their privacy policy, which can be viewed here: [http://www.google.com/privacy.html.](http://www.google.com/privacy.html) Google Analytics collects information such as pages you visit on this site, the browser and operating system you use and time spent viewing pages. The purpose of this information is to help us improve the site for future visitors. These cookies are not used to track you or your activity but if you do not wish these cookies to be stored on your computer, disable cookies in your browser settings.

You may delete Cookies at any time. Please refer to the instructions for your file management software to locate the file or directory that stores cookies. See the help in your internet browser to find out how to delete your cookies.

**Search Engine:**

Our website search facility is powered by my surgery website. Search queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected by either the LMC or any third party.

**Hyperlinks:**

Our website contains hyperlinks to other 3rd party websites. If you go to another website from our website it is important that you read their privacy policy on that website to find out what it does with your information and their policies may differ from ours. We take no responsibility legal or otherwise for the content or use of information, personal or otherwise, on other websites.

Latest Policy Date: 24 May 2018