

## Data Protection and Privacy Policy

The PPG is a patient group committee that provides a conduit for patients to provide feedback, including compliments and complaints about services (not particular clinical complaints which are dealt with via the Practice complaints procedure).

The group are keen to hear from you .

The group is not run by or overseen by the practice.

- ✓ A personal email account, provided by the PPG chairman, has been set up to support group communications and receive patient feedback
- ✓ The chairman of the group will aim protect your personal data as much as possible
- ✓ The email address is not intended for clinical / sensitive information although patients may volunteer this information in course of providing feedback
- ✓ The chairman cannot guarantee encryption of personal data in transit but will ensure that access to the email account is limited
- ✓ You may request that your data is deleted from the email account at any time
- ✓ The account will periodically be purged of personal data to ensure it is not retained for longer than the intended purpose
- ✓ The chairman will ensure that group emails are sent using the 'blind copy' function

We look forward to hearing from you at [longshoreppg2@gmail.com](mailto:longshoreppg2@gmail.com)