

# Privacy Notice – Patient Communications

This Practice will contact patients at times in relation to services, feedback and new initiatives in the area that they have registered an interest in.

We collect and store information that has been received directly from you when you have consented to this process.

We may share information with the following organisations with your explicit consent or when the law allows.

You have the right to object to your identifiable information being used or shared for this purpose. Please speak to the Practice if you no longer wish to have your data used or be contacted by the Practice in future.

<b>1) Controller</b> contact details	<b>Forge Close Surgery</b> Forge Close, Hayes, Bromley, Kent, BR2 7LL  Tel: 020 8462 1601
<b>2) Data Protection Officer</b> contact details	<b>Danielle Gibbons</b> GP Data Protection Officer <a href="mailto:gpdpo@selondonics.nhs.uk">gpdpo@selondonics.nhs.uk</a>
<b>3) Purpose</b> of the sharing	Public Task
<b>4) Lawfulness Conditions</b>	The lawful justifications for the processing and possible sharing of this data are -  Article 6(1)(a) “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”.
<b>5) Recipient or categories of recipients</b> of the shared data	The data will not be shared without your explicit consent or when the law allows.
<b>6) Rights to object</b>	You do not have to consent to the Practice being able to contact you. You can change your mind and withdraw your consent at any time. Contact the Controller for more information.

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<b>7) Right to access and correct</b>	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
<b>8) Retention period</b>	The data will be retained for the period as specified in the national records retention schedule.
<b>9) Right to Complain.</b>	<p>You have the right to complain to the Information Commissioner’s Office, you can use this link <a href="https://ico.org.uk/make-a-complaint/data-protection-complaints/">https://ico.org.uk/make-a-complaint/data-protection-complaints/</a></p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>