

Chair: Dr C Barnsley, Vice-Chair: Dr A Cosimini, Treasurer: Dr J Daru,  
Medical Secretary: Dr C Hall, Secretary: Mrs S Taylor

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## Wakefield LMC Privacy Notice June 2025

We understand how important it is to keep your information safe and secure and we take this very seriously. We have taken steps to make sure your information is looked after in the best possible way and we review this regularly.

Please read this Privacy Notice ('Privacy Notice') carefully, as it contains important information about how we use the information we collect, store, and use about you.

### ABOUT US

We are Wakefield Local Medical Committee Limited ('the LMC'). Our registered address is Crofton Health Centre, Slack Lane, Crofton WF4 1HJ. We are a company registered in England and Wales, company number 06865625. Wakefield LMC is the professional voice for all NHS GPs and practice teams across the areas of Wakefield and Pontefract. Wakefield LMC provides pastoral support and provides personal and confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues. We are the Data Controller of your information. There may be times where we also process your information which means we use it for a particular purpose and therefore, on those occasions, we will also be Data Processors of your information. The purposes for which we use your information are set out in this Privacy Notice.

### WHY WE ARE PROVIDING THIS PRIVACY NOTICE

We are required to provide you with this Privacy Notice by law. It explains how we use the information we collect, store and hold about you. If you are unclear about how we process or use your information, or you have any questions about this Privacy Notice or any other issue regarding your information, then please contact our Data Protection Lead (see below).

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The Law says:

- We must let you know why we collect information about you.
- We must let you know how we use any information we hold on you.
- We need to inform you in respect of what we do with it.
- We need to tell you about who we share it with or pass it on to and why.
- We need to let you know how long we keep it for. We also refer to any personal data that may be used to identify you as 'your information'.

#### DATA PROTECTION LEAD

Our Data Protection Lead is Dr Lyn Hall, Medical Secretary of Wakefield LMC. If you have a query or need any further information about this Privacy Notice, require access to your information or wish to make a change to your information, or wish to make a complaint, please email the Data Protection Lead at email: [lmc@wakefieldlmc.co.uk](mailto:lmc@wakefieldlmc.co.uk), postal address: Crofton Health Centre, Slack Lane, Crofton WF4 1HJ . Phone number 07501 441205

#### WHY WE COLLECT AND USE YOUR INFORMATION

To communicate with you as constituent GPs, Committee members, job applicants, contractors, Practice Managers and other members of the wider practice team in order to provide you with information and advice as part of the LMC function. All information collected will only be used for the legitimate purpose of fulfilling the LMC's function. This shall include sending you information such as bulletins, newsletters, mailings, election details on behalf of the LMC/ICB/Federations/PCNs/the BMA (GPC), surveys, events/training, bespoke information and guidance (be it on a locality, practice or individual level) and information relating to levy collections and pastoral support.

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## WHAT INFORMATION WE COLLECT ABOUT YOU

We record your name, contact details (including, emails, addresses, practice address, telephone number), GMC number (if you are a GP), date of birth (if you are a GP), gender, contacts with the LMC office. This may include email correspondence, letters, summaries of telephone conversations, individual advice and/or support and pastoral support. This information is held securely and confidentially. If you are Committee Member, contractor or Team member we will, in addition to the above information, collect your national insurance number, your financial details including your bank account and your sort code for the purpose of paying you.

## LAWFUL BASIS FOR USING YOUR INFORMATION

The law states that we need a lawful basis to collect and use your information. We will only use any information that you provide in accordance with the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) ("UK GDPR"), the Data Protection Act 2018 and any other relevant legislation, regulation, code of practice or guidance. The lawful basis for collecting and using your information will depend on the information concerned and the specific context in which it is collected. We will normally collect information from you where:

- We have your consent to do so (you have a right to withdraw this consent at any time).
- The processing of your data is in our legitimate interests and is not overridden by your data protection interests or fundamental rights or freedoms.
- The processing of your data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in us.
- We have a legal obligation to process the information.
- Where we ask you to provide information to comply with a legal requirement or to perform a contract with you. We will make this clear to you at the time and we will let you know whether the provision of your information is mandatory and the consequences if you do not provide this information.

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If you have any questions concerning the lawful basis on which we collect your information, please contact our Data Protection Lead

#### HOW LONG WE RETAIN YOUR INFORMATION

Your information will be retained in line with current law and national guidance. Automatic deletion of information will occur when a person leaves a practice or the committee.

There will be minimal recording of pastoral issues and deletion after completion of issue.

Yearly check of data held and deletion of any no longer required.

#### WHO WE SHARE YOUR INFORMATION WITH

We may pass on your information on if we have a legal obligation to do so, otherwise, we will not share your information with other organisations for market research or commercial purposes and we will not pass on your details to other websites. There may also be occasions where we may provide information about you in an anonymised form. If we do so, then none of the information we provide to any other party will identify you as an individual and cannot be traced back to you.

#### PASTORAL SUPPORT

Part of the LMC's function is to provide pastoral support to our constituents. This involves providing personal and confidential support for individual GPs and Practice Managers facing difficulty or experiencing major change. The process is as follows:

- i. The service is led by our Medical Secretary and requests for pastoral support are passed to them in the first instance.
- ii. Requests for pastoral support may be received via telephone call or email.

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iii. When you make contact with us for pastoral support (by telephone) a member of our Team will take your name and best contact number to call back on, checking you are happy to receive a call back on that number. You will be advised that Wakefield LMC's Medical Secretary or Chair will be making contact to discuss your issue. We will log your name and contact details on our system together with a note confirming that your case has been passed on for actioning. If you choose to share any information about the issue you are calling (including any sensitive information) then the member of the Team will ask for your consent to take written notes of the conversation for the purposes of providing the Medical Secretary/Chair with some background information relating to your request. This information will only be shared verbally or via email with the Medical Secretary/Chair.

iv. Emails sent by you, containing details of the issue you are contacting us about are never stored on our system for longer than is necessary. Any information you provide us with (whether verbally or via email) will be dealt with in the strictest confidence and will only be collected on a need-to-know basis. Only the lay secretarial Team and the Medical Secretary/Chair will have access to your information.

v. We will only collect, share and process any information you have provided (including any sensitive information) with your consent. You are free to withdraw your consent at any time.

vi. If you have any questions on how your information is handled in respect of pastoral support or would like more information, please contact our Data Protection Lead.

#### YOUR DATA PROTECTION RIGHTS

You have the right to:

- to be informed if and how your information is being used.

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- request access to the information that we have collected about you. We are obliged to provide this to you free of charge within one month of receipt of your request (unless your request is complex, or you have made numerous requests in which case it may take us longer). If your request is unfounded, excessive, or repetitive we may charge a reasonable administrative fee.
- request the correction of any information held about you that is inaccurate or incomplete. We encourage you to inform us of any changes to your information so that we can ensure that the data we hold on you is accurate and up to date.
- request the deletion or removal of your information where your information is no longer necessary for the purpose for which it was collected/processed, where there is no appropriate reason for us to continue processing it or where we have processed your information unlawfully. However, your request for deletion/removal may not always be met for legal reasons. You will be informed of these reasons when you make your request
- object to the processing of your information for a particular purpose or purposes. If we agree with your objection, we will stop using your information. If we feel there are strong and legitimate reasons to continue using your information despite your objections, we will continue to do so and we will inform you of the reasons.
- You also have a right to object to us using your information for direct marketing. This means we must stop using your information if you object.
- restrict the processing of your information for example when you challenge the accuracy of the data, we hold on you and we are verifying that data.
- request portability of your information. This means you have a right to receive the information you provided to us in a way that is accessible and machine-readable. You also have the right to ask us to transfer your information to another organisation if this is technically feasible.
- not to be subject to automated individual decision-making and profiling (known as automated processing) if the decision affects your legal rights or has an important effect on you in some other way.

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- withdraw your consent at any time where we process your information on the basis of your consent. Please note that if you withdraw your consent, we may not be able to continue to provide you with our services. We will inform you of this at the time you withdraw your consent.

### RIGHT TO OBJECT AND COMPLAIN

You have the right to object to your information being used in some or all of the ways as described in this Privacy Notice. Please contact the Data Protection Lead 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 information. In the first instance, please refer your complaint to the Data Protection Lead as detailed above. If you remain dissatisfied with our response you have a right to raise any conce...

### THIRD PARTY ENGAGEMENT / SUPPLIERS

Where we use third parties to process or use your information on our behalf, we ensure that we have a robust data processing agreement in place which makes it clear that they must be compliant with the UK GDPR and any other relevant data protection legislation. We also make it clear that the information they may receive about you from us is only used in a manner consistent with the aims of the LMC and this Privacy Notice.

### SECURITY AND STORAGE OF YOUR INFORMATION

We take the security of your information very seriously and we do everything we can to ensure that your information is always protected and secure. We regularly update our processes and systems and we also ensure that our staff are properly trained. We also carry out assessments and audits of the information that we hold about you and make sure that, if we provide any other services, we carry out proper assessments and security reviews. In most circumstances, we hold your information electronically.

**WAKEFIELD LOCAL MEDICAL COMMITTEE LTD**  
**Crofton Health Centre, Slack Lane, Crofton, Wakefield WF4 1HJ**  
**e-mail: [lmc@wakefieldlmc.co.uk](mailto:lmc@wakefieldlmc.co.uk) | Tel: 07501 441205 | Website: [wakefieldlmc.co.uk](http://wakefieldlmc.co.uk)**

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### CONTACTING YOU

We are obliged to protect any confidential information that we hold about you and we take this very seriously. It is imperative that you let us know immediately if you change any of your contact details to ensure that the information we hold about you is up to date and correct.

### CHANGES TO OUR PRIVACY NOTICE

Please note that this Privacy Notice will be regularly reviewed and updated in line with current data protection legislation, regulation, and guidance. You should check this Notice occasionally to ensure you are aware of the most recent version that will apply each time you access this website. This document has been created by Wakefield LMC Ltd and is not permitted to be distributed or reproduced without the written consent of Wakefield LMC Ltd. This Privacy Notice was last reviewed June 2025.