

## Privacy Notice – Patient Participation and Engagement Groups

This practice hosts Patient Participation and Engagement groups to improve the quality of services delivered by the practice.

We collect and store information that has been received directly from you if you are actively involved in the Patient Participation or Engagement group. The Practice uses the following methods of patient engagement:

- Once quarterly face to face meeting
- Hold Virtual group
- Emails
- Website [Patient Participation Group - Forge Close Surgery](#)

We may share information with the following organisations with your explicit consent or when the law allows: Hayes Wick Primary Care Network (PCN) to support PCN patient engagement group.

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 a part of the Patient Participation or Engagement group.

1) <b>Controller</b> contact details	Forge Close Surgery Forge Close, Hayes, Bromley, Kent, BR2 7LL Tel: 020 8462 1601
2) <b>Data Protection Officer</b> contact details	<a href="#">John Eni-Uwubame</a> GP Data Protection Officer <a href="mailto:gpdpo@selondonics.nhs.uk">gpdpo@selondonics.nhs.uk</a>
3) <b>Purpose</b> of the sharing	Public Task
4) <b>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”.

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<b>5) Recipient or categories of recipients</b> of the shared data	The data will be shared with Approved patients of the PPG, Partners and management of Forge Close Surgery. Minutes of meetings will be shared on <a href="#">Patient Participation Group - Forge Close Surgery</a>
<b>6) Rights to object</b>	You do not have to consent to your data being used for the patient participation or engagement groups. You can change your mind and withdraw your consent at any time. Contact the Practice using the contact details above.
<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="#">Make a complaint about how an organisation has used your personal information   ICO</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>