**MARDEN PATIENT PARTICIPATION GROUP (PPG) PRIVACY POLICY**

**HOW WE PROTECT YOUR PERSONAL DATA**

As a member of the Patient Participation Group (PPG) you have provided your name, and e-mail address. The PPG is the Data Controller and is responsible for storing and processing that data in a fair, lawful, secure and transparent way. We process this data on the lawful basis of consent.

The PPG will only use this personal information to circulate the PPG newsletter and other information, to contact you about meetings and to circulate surveys and consultations relating to the activities of the Marden Medical Centre or the NHS and subsidiary organisations. The PPG may also contact you for feedback or comment on the activities of the PPG, the Practice or the NHS

This data will be securely stored digitally. Only the Operations Manager for the Marden Medical Centre, and the Chairman and the Membership Secretary of the PPG will have access. Your data will be shared with the Marden Medical Centre and will be subject to their privacy/confidentiality policies. No personal data will be passed to third parties without your specific permission or request.

You have the right at any time to request access to, correction or deletion of your personal data; to restrict or object to the processing of your personal data and to the portability of your personal data. You can do this at any time by contacting the Membership Secretary by email at the addresses shown below. Otherwise your data will be retained on the PPG files until you notify us that it should be removed or you cease to be a member of the Marden Patient Participation Group.

Membership Secretary: membership@mardenppg.org.uk

You also have the right to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office, about the processing of your personal data.