**Privacy Notice FOR SOMERSET LOCAL MEDICAL COMMITTEE, THE SOMERSET GENERAL PRACTICE EDUCATION TRUST & THE SOMERSET LOCAL MEDICAL COMMITTEE BENEVOLENT FUND.**

**1. WHY WE ARE PROVIDING THIS PRIVACY NOTICE**

We are required to provide you with this Privacy Notice by Law. The General Data Protection regulations came into force on 25th May 2018. It explains how we use the personal information about you that we collect, hold and store. If you are unclear about how we use your personal information or you have any questions about this Privacy Notice or any other issue regarding your personal information then please contact our Data Protection Officer.

**2. THE DATA PROTECTION OFFICER**

The Data Protection Officer at the Somerset Local Medical Committee, the Somerset General Practice Educational Trust and Somerset LMC Benevolent Fund (hitherto Somerset LMC) at Crown Medical Centre, 42 Venture Way, Taunton, Somerset TA2 8QY is Mrs Jill Hellens. You can contact her at jill.hellens@nhs.net or 01823 331428.

**3. ABOUT US**

Somerset LMC is a Data Controller of your information. This means we are responsible for collecting, handling and storing your personal information when you use our services.
There may be times where we also process your information. That means we use it for a particular purpose and, therefore, we may also be Data Processors. The purposes for which we use your information are set out in this Privacy Notice.

**4. INFORMATION WE COLLECT FROM YOU**

The information we collect from you will include practice contact details such as your demographic details, address, the names and email addresses of those working in the Practice. Other information such as the names and GMC number of GPs is in the Public Domain.

We hold your data electronically, password protected and held securely on either our

Internal computer systems or on a third party secure server. In some instances, data can be accessed by mobile devices which are password protected. Where paper records are retained, these are held securely in a locked filing cabinet within the LMC office.

The LMC uses a third party service (FourteenFish) to help maintain the security and performance the LMC website.

**5. WHO WE MAY PROVIDE YOUR PERSONAL INFORMATION TO, AND WHY**

We may pass your personal information on to other people or organisations because they may require your information to assist them in the provision of our services to you.

* Training providers;
* The Disclosure and Barring Service (proofs of identity are shared with practices, the LMC and the DBS);
* Occupational Health providers;
* Advisory services and any other person that is involved in providing services offered by the LMC to its constituents such as our pastoral officers and clinical psychologist.

**6. OTHER PEOPLE WHO WE PROVIDE YOUR INFORMATION TO**

* Somerset Clinical Commissioning Group;
* NHS England;
* Primary Care Support England (for the purposes of levy collection);
* Sponsors (delegate names at training events may be shared with sponsors);
* Anyone you have given your consent to view or receive your personal information or part of your personal information. Please note if you give another person or organisation consent to access your personal information we will contact you to verify this before we release that information. It is important that you are clear and understand how much and what aspects of your personal information you consent to be disclosed.

**7. ANONYMISED INFORMATION**

Sometimes we may provide information about you in an anonymised form, for example, for purposes of workforce surveys or other planning.

**8. YOUR RIGHTS**

The Law gives you certain rights to your personal information that we hold, as set out below:

* SUBJECT ACCESS REQUESTS: you have the right to see what information we hold about you and to request a copy of this information: please email our Data Protection Officer. We must provide this information free of charge however, we may in some limited and exceptional circumstances have to make an administrative charge for any extra copies if the information requested is excessive, complex or repetitive.
* CORRECTION. You may ask us to correct any information you think is inaccurate. It is very important that you make sure you tell us if your contact details including your mobile phone number has changed.
* REMOVAL. You have the right to ask for your information to be removed. If we require this information to assist us in providing you with appropriate services then removal may not be possible.
* OBJECTION. We cannot share your information with anyone else for a purpose that is not directly related to the provision of our services. If we needed to we would ask you for your consent to do this. You have the right to request that your personal information is never shared by Somerset LMC in this way.
* TRANSFER. You have the right to request that your personal information is transferred, in an electronic (or other) format to another organisation but we will require your clear consent to be able to do this.

**9. INFORMATION ABOUT THIRD PARTIES**

Sometimes we record information about third parties mentioned by you to us in order to provide our services. We are under an obligation to protect third party’s rights and to ensure that references to them which may breach their rights to confidentiality are removed before we send any information to anyone else.

**10. HOW WE USE THE INFORMATION ABOUT YOU**

We use your personal information when we need to speak to you or to contact other service providers in order to provide our services to you. We will never pass on your personal information to anyone else who does not need it or has no right to it unless you give us clear consent to do so.

**11. LEGAL JUSTIFICATION FOR COLLECTING AND USING YOUR INFORMATION**

The Law says we need a legal basis to handle your personal information. These are as follows:

* CONTRACT: As part of the Health and Social Care Act 2012 (inter alia) Somerset LMC has a statutory duty to provide professional services to our constituents.
* CONSENT: Sometimes we also rely on the fact that you give us consent to use your personal information so that we can take care of your needs such as pastoral matters. Please note that you have the right to withdraw consent at any time.
* LAW: Sometimes the Law obliges us to provide your information to the Police or The Court

**12. HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We will not keep your information for longer than is necessary for the purposes as set out in this Privacy Notice.

**13. COMPLAINTS**

If you have a concern about the way we handle your personal data or you have a complaint about what we are doing, or how we have used or handled your personal information, contact our Data Protection Officer. You also have a right to raise any concern or complaint with the UK information regulator, at the Information Commissioner’s Office: <https://ico.org.uk/> or calling the helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

**14. OUR WEBSITE**

The only websites this Privacy Notice applies to is Somerset LMC’s website and Somerset GP Education Trust. If you use a link to any other website from the website you will need to read the individual privacy notices. We take no responsibility (legal or otherwise) for the content of other websites. Somerset LMC’s website is provided by Fourteen Fish Ltd. and uses cookies. Fourteen Fish Ltd. is compliant with the GDPR.

**15. SECURITY**

We do everything we can to ensure that your information is secured. We ensure that our staff are trained and regularly update our processes and systems. We also carry out assessments and audits of the information that we hold and make sure that if we provide any other services we carry out proper assessments and security reviews.

**16. CONTACTING YOU**

Because we are obliged to protect any confidential information we hold about you it is important that you let us know immediately if you change your contact details to ensure we are sure we are actually contacting you and not another person.

**17. WHERE TO FIND OUR PRIVACY NOTICE**

You may find a copy of this Privacy Notice in the Somerset LMC offices, on our website and a copy may be provided on request.

**20. CHANGES TO OUR PRIVACY NOTICE**

We regularly review and update our Privacy Notice. This Privacy Notice was last updated in May 2018.