WATERLOO PATIENT PARTICIPATION GROUP (WPPG)

General Data Protection Regulations (GDPR)

A legal basis must be identified and documented before personal data can be processed. 'Processors' will be required to document decisions and maintain records of processing activities.

THE POLICY

The WPPG obtains and processes person-identifiable information for a variety of different purposes, including but not limited to:

- Members' records and administrative records.
- Complaints and requests for information from the Practice Manager.

THE POLICY STATEMENT

This document defines the data protection policy for the WPPG. It applies to all person-identifiable information obtained and processed by the organisation and its employees. It sets out:

- This policy will ensure that person-identifiable information is processed, handled, transferred, disclosed and disposed of lawfully. Person-identifiable information should be handled in the most secure manner by authorised staff only, on a need to know basis.
    - Such information may be kept in either computer or manual records. In processing such personal data the WPPG's responsible person will comply with the data protection principles within the Data Protection Act 1998.
- Establishes the responsibilities (and best practice) for data protection.
- References the key principles of the Data Protection Act 1998 and GDPR.
- This procedure will not discriminate, either directly or indirectly, on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, union membership, disability, offending background or any other personal characteristic.

THE OBJECTIVES

The objective of this policy is to ensure the protection of the WPPG's information in accordance with relevant legislation, namely:

To ensure professionalism

- All information is obtained, held and processed in a professional manner in accordance with the eight principles of the Data Protection Act 1998 and the provisions of the GDPR.
- All members of WPPG will confirm in writing (email or written) their authority for their data to be held electronically or in paper records.

To preserve security

- All information is obtained, held, disclosed and disposed of in a secure manner.

To ensure awareness

- Provision of appropriate training and promote awareness to inform all members of their responsibilities.

Data Subject access

- Prompt and informed responses to subject access requests.

DATA PROTECTION ACT 1998 - DATA PROTECTION PRINCIPLES

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.

- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

WPPG RESPONSIBLE PERSON

The Chair or appointed person of the WPPG shall:

- Ensure compliance with individual rights, including access requests.
- Act as a central point of contact on data protection issues within the membership.
- Implement an effective framework for the management of data protection.
- Ensuring the membership of the WPGG are made aware of this policy and any notices.
- Ensuring the membership of the WPGG are aware of their data protection responsibilities.
- Ensuring that the policy is produced and kept up to date.
- Act as a central point of contact on data protection issues within the WPGG.