**GP Primary Choice Limited Privacy Notice**

GP Primary Choice Ltd (GPPC) understands that your privacy is important to you and that you care about how your personal data is used and who it is shared with.

We respect and value the privacy of everyone who visits this website, [www.gpprimarychoice.co.uk](http://www.gpprimarychoice.co.uk) (“Our website”) and (subject to the limited exceptions in section 6, below) We do not collect personal data about you unless you contact us (see section 5, below). Any personal data we do collect will only be used as the purpose it was collected.

If you wish to opt out of receiving the latest news and updates, please let us know by emailing: admin@gpprimarychoice.co.uk

**1. Definitions and Interpretation**

In this Policy, the following terms shall have the following meanings:

|  |  |
| --- | --- |
| **“personal data”** | means all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to us via our website or by email. This definition shall, where applicable, incorporate the definitions provided in the Data Protection Act 2018 and the UK General Data Protection Regulation (“UKGDPR”); and |
| **“We/Us/Our”** | means GP Primary Choice Ltd is registered in England under Company No: 08486936 whose registered address is: 8 The Courtyards, Wyncolls Road, Severalls Industrial Park, Colchester, Essex, CO4 9PE  |

 **2. Information About Us**

We are registered with the Information Commissioner’s Office as a Data Controller and our registration number is **ZA012355**.

Our Data Protection Officer is Paul Cook and can be contacted by email at dpo.neeccg@nhs.net

Our website is operated by My Surgery Website, Indigo House, Sussex Avenue, Leeds
LS10 2LF Contact Number 0845 519 8661

Our VAT number is 1840237

**3. What Does This Policy Cover?**

This Privacy Policy applies only to your use of our website. Our Site may contain links to other websites that we have no control over, including how your data is collected, stored, or used. We advise you to check the privacy policies of any such websites before providing any data to them.

 **4. Your Rights**

* As a data subject, you have the following rights under the Data Protection Act 2018 / UKGDPR, which this Policy and our use of personal data have been designed to uphold:
* The right to be informed about our collection and use of personal data;
* The right of access to the personal data we hold about you (see section 8);
* The right to rectification if any personal data we hold about you is inaccurate or incomplete (please contact us using the details in section 9);
* The right to be forgotten – i.e. the right to ask us to delete any personal data We hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like us to delete it sooner, please contact Us using the details in section 9);

You also have the right to make complaints and request investigations into the way your information is used. Please contact our Data Protection Officer or visit the link below for more information.

For more detailed information on your rights visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**5. What Data Do We Collect?**

If you send us an email or sign up to receive news and update, we will collect your name, your email address, and any other information which you choose to give us.

 **6. How Do We Use Your Data?**

Any personal data collected is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the Data Protection Act 2018 and UKGDPR at all times. For more details on security see section 7, below.

As noted above, we do not generally collect any personal data. If you contact us and we obtain your personal details from your email, we may use them as follows:

* To reply to your email;
* Provide you with information and news with regards to our company and other NHS services.
* You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.
* We will not share any of your data with any third parties for any purposes.

 **7. How and Where Do We Store Your Data?**

We only keep your personal data for as long as we need to use it as described above in section 6, and/or for as long as we have your permission to keep it.

Your data will only be stored in the UK.

Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your name and email address).

 **8. How Can You Access Your Data?**

Under the Data Protection Act 2018 and UKGDPR, you have the right to ask for a copy of any of your personal data held by Us (where such data is held).  We will provide any and all information in response to your request free of charge.  Please contact the Data Protection Officer at dpo.neeccg@nhs.net for further details.

 **9. Contacting Us**

If you have any questions about our website or this Privacy Policy, please contact us by email at admin@gpprimarychoice.co.uk, or by telephone on 01206 890896.

 **10. Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on our website and you will be deemed to have accepted the terms of the Privacy Policy on unless you inform us otherwise by either emailing: admin@gpprimarychoice.co.uk or by phone on: 01206 890896

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