

## **Beds & Herts LMC Data Privacy Notice**

### **1. Why we are providing this Privacy Notice**

We are required to provide you with this Privacy Notice by Law. It explains how we use any personal data we hold about you.

The Law says:

- A. We must let you know why we collect personal information about you;
- B. We must let you know how we use any personal information we hold on you;
- C. We need to inform you in respect of what we do with it;
- D. We need to tell you about who we share it with or pass it on to and why; and
- E. We need to let you know how long we can keep it for.

### **2. Data Protection Officer**

As the LMC is not a public authority, and based on the data we hold and the processing we undertake, we are not required to appoint a Data Protection Officer under GDPR.

### **3. About Us**

As the representative body for all GPs in Bedfordshire and Hertfordshire, Beds & Herts LMC Ltd supports practices in several ways including:

- Negotiating on behalf of practices with NHSE/CCGs and other organisations on issues that affect general practice;
- Supporting individual practices and GPs going through period of difficulty and providing pastoral support;
- Providing practices with information about local and national health policies, contracts and legal and ethical matters pertaining to the running of the complex business of general practice.

LMCs are statutory organisations recognised in the NHS Act 2006 (amended Health & Social Care Act 2012) and as such have statutory obligations under part 6 of the NHS Regulations 2004.

### **4. The information we hold:**

- Your name;
- Your surgery/company address (if applicable);
- Your home address (if supplied by you);
- Your email address (work or personal / both – if supplied by you);
- Your phone number (work/mobile – whatever supplied by you).

If you are a member of one of the sub committees, we will also hold additional information needed to pay sessional payments:

- Bank account details (surgery / personal);
- National insurance number (if on payroll);
- Date of birth and gender (if on payroll).

We will only disclose this information to third parties to comply with contractual duties eg. external payroll provider.

If you are a member of the LMC Board, we will also hold additional information needed to comply with your legal obligations as a company director:

- Photo identification and proof of address;
- Any other information required by Companies House.

We will only disclose this information to third parties to comply with contractual duties eg. Companies House.

If you are on our Locum or Nurse Bank, we will also hold additional information needed to allow access to this service as provided by you on the proformas:

- Qualifications;
- Computer experience;
- Special interests;
- Professional bodies (GMC number/NMC number/ DBS number etc).

This information will appear on the Locum and Nurse Bank as appropriate and is only available to practices within Beds & Herts that have been enabled to view details to contact you for possible employment.

## **5. What we do with your information & how long we keep it:**

We only use your information to carry out the duties of the LMC as detailed in section 3 above:

- Providing you with information on local and national policies and contract changes in the form of newsletters and email correspondence.
- Providing pastoral care and support using the method most appropriate for you (GP Safehouse, personal mobiles etc).
- Providing information on our training courses and other LMC events via email and newsletters.
- Providing invitations and information about local and national consultations.
- Carrying out elections on behalf of CCGs for locality positions via post and email as well as LMC committee elections.
- Providing our Locum and Nurse bank facilities.

We only disclose information to third parties to comply with contractual duties (external payroll provider) or if legally obliged to do so.

Data may be shared with third parties (CCGs, NHSE, GMC, PCSE) in the following context:-

- Collection of levies – patient list size and practice name shared with PCSE and/or delegated CCGs for the purpose of levy payments.
- Training courses – delegate lists provided to trainers to verify attendance on course that delegate has booked onto.
- We will keep information for as long as you are practising as a GP, Nurse or are a Practice Manager at a practice within Beds & Herts or until we are notified otherwise, or for a longer period if you request us to do so.
- We will keep information for as long as you wish to be on our Locum/Nurse bank.
- We use Silicon Practice to help maintain and host our website and CPD Forum Ltd for our GP Safehouse.

## **6. Pastoral Care**

Part of the LMC's function is to provide pastoral care to constituent GPs within Bedfordshire and Hertfordshire. We have a dedicated team of experienced GPs who provide this service, led by our Pastoral Care Lead and Medical Director.

### **What we do with your information:**

- If you contact the LMC for support your request will be passed to the Pastoral Care Lead in the first instance, or the Medical Director, on your agreement; via a secure email.
- The Pastoral Care Lead (or Medical Director) will make contact via whatever communication you have requested (mobile/email) to have an initial discussion.
- It may then be that your case is passed, with your consent, to another member of the Pastoral Care Team (known as Supporters) to support you.
- There may be occasions when informal notes are taken, but any information is kept confidential and secure and only used for the purpose of assisting you. *(Any notes will be kept securely where only the LMC Exec team and the Pastoral Care Lead have access should it be necessary).*

- Information is not shared with a third party, unless with your consent to such services as occupational health, mediation, counselling, subject to GMC guidelines.
- Any information will be kept for five years, unless the Pastoral Care team feels the matter is ongoing or other aspects mean we need to keep it for a longer period of time.

For further information on the Pastoral Care service please see information on the website.

### **7. Your rights to access:**

- You have the right to see information we hold on you.
- We want to make sure that your personal information is accurate and up to date, so you may ask us to correct any information you think is inaccurate.

### **8. Legal justification for holding and using your information:**

The Law says we need a legal basis to handle your personal information, which is:

- Consent – article 6.1 (a) and article 6.1 (b);
- Legal obligation – article 6.1 (c);
- Public task – article 6.1. (e);
- Special category condition – article 9.2 (d) and 9.2 (a).

### **9. Right to complain**

If you have concerns about the way we handle your personal data or you have a complaint you can raise this with the Information Commissioner's Office.

### **10. Exceptional circumstances – visitors to the LMC office - Coronavirus (COVID-19) pandemic and your information**

We have an obligation to protect our staff and employees' health so it is reasonable for us to ask visitors to our offices to tell us if they have visited a particular country, or are experiencing COVID-19 symptoms. We would also ask all visitors to consider government advice before they decide to come to our offices.

Where it is necessary for us to collect information and specific health data about visitors to our offices, we will not collect more information than we need and we will ensure that any information collected is treated with the appropriate safeguards.