Fig Tree Medical Practice Privacy Policy

**Our contact details**

Name: Fig Tree Medical Practice

Address: Farnworth Health Centre, Frederick Street, Farnworth, Bolton, BL4 9AH

Phone Number: 01204 795170

E-mail: P82037.ooh@nhs.net

**The type of personal information we collect**

We currently collect and process the following information:

* Name
* Address
* Contact details including telephone numbers, email address
* Bank details
* Emergency contacts – name, address and telephone number

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Personnel record
* Bank details for wages

We use the information that you have given us in order to pay your wages and keep your personnel records up to date.

We may share this information with NHS pensions or any other pension scheme that you may be a member of. Bolton CCG IT department to enable you access to the IT systems. Bolton Council to complete a DBS check.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**We have a legal obligation.**

**How we store your personal information**

Your information is securely stored at the practice. All paper records are in a locked filing cabinet in the practice managers office, which is also locked when not in use.

We keep your personnel records for 6 years after you have left our employment. We will then dispose of your information by shredding your paper records. Any information held on computer will be deleted 6 years after your employment has finished.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at; janet.walker6@nhs.net, 01204 795170 or you can write to us at: Fig Tree Medical Practice, Farnworth Health Centre, Frederick Street, Farnworth, Bolton, BL4 9AH if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Fig Tree Medical Practice

Farnworth Health Centre

Frederick Street

Farnworth

Bolton

BL4 9AH

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>