Leeds Local Medical Committee (LMC)

Personal Details Policy

Leeds LMC is the professional statutory body which represents and supports the interests of General Practitioners in the Leeds area. We work closely with other LMCs in West Yorkshire and the BMA’s General Practitioners Committee England (GPCE) to ensure that there is close liaison between the national and local representation of general practice.

The Leeds LMC employs 2 Executive Officers on job share. There are 6 Officers who are classed as Directors. This document describes the expectations of employees and the expectations of Leeds LMC with regard to personal data.

It is essential that an employee’s personnel file contains accurate and up to date personal contact information. All staff must inform the Medical Secretary, in writing, of any changes in their personal circumstances, including a change of:

* Name;
* Address and contact telephone number;
* Bank details, and
* Next of kin/emergency contact details.

An employee’s personal information is classified as confidential and will not be released to outside sources without their prior authorisation. More details about how the company treats personal information can be found the Leeds LMC Privacy Policy.