**LEEDS LOCAL MEDICAL COMMITTEE – PRIVACY POLICY**

The Leeds Local Medical Committee (LMC) respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how and why we collect, use and share your personal data and will tell you about your privacy rights, how the law protects you and how to contact us.

**About us**

We are Leeds Local Medical Committee Limited (Leeds LMC Ltd) (‘the LMC’). Our registered address is 2 Farrar Lane, Adel, Leeds, LS16 7AA. We are a company registered in England and Wales, company number 7287736.

Leeds LMC Ltd is the professional voice for all NHS GPs and practice teams across the city. Leeds LMC Ltd is a gateway to pastoral support and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

We are the Data Controller of your information.  There may be times where we also process your information.  This means we use it for a particular purpose and, therefore, on those occasions we may also be Data Processors of your information.  The purposes for which we use your information are set out in this Privacy Notice.

When you use visit our website we do not collect or store any information about you and the site does not use cookies to record any information from unregistered users viewing the site.

**Contact details**

Our registered office is 2 Farrar Lane, Adel, Leeds, LS16 7AA.

If you have any queries relating to how we use your information please contact the Medical Secretary:

Dr Raj Sathiyaseelan
Address: as above
Email: mail@leedslmc.org
Tel number: 0113 295 1560

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact our Medical Secretary in the first instance.

**When you contact us**

When you contact us, you are consenting to us collecting and using any personal information or data that you supply. This includes the name and email address you use to contact us.  Contacting us does not cause an LMC user account to be created.

**What information we collect about you**

We record your name, contact details (including, emails, addresses, practice address, telephone number), GMC number (if you are a GP), date of birth (if you are a GP), gender/sex, contacts with the LMC office.

This may include email correspondence, letters and summaries of telephone conversations. This may relate to mailings sent by the LMC, individual advice /support, and pastoral support. This information is held securely and confidentially.

If you are a Committee or LMC Team member we will, in addition to the above information, collect your national insurance number, your financial details including your bank account and your sort code for the purpose of paying you.

When you register with the LMC, you are consenting to us collecting and using some of your personal information or data. We have detailed below the type of information we collect, and the purposes we use it for.

We collect:

* questions, queries or feedback you leave
* your email address and personal details when you create an account
* how you use emails that we send you, for example whether you open them and which links you click on
* your IP address, and details of which version of web browser you used
* information on how you use the website, using cookies and page tagging techniques

This data can be viewed by authorised staff members at the LMC to:

* improve the website by monitoring how you use it
* gather feedback to improve our services, for example our email alerts
* respond to any feedback you send us, if you’ve asked us to
* send email alerts to users
* allow you to access our services and make payments
* provide you with information about our services

**Where your data is stored**

We store your data on secure servers in London in the United Kingdom. We retain your personal data indefinitely, and you have the right at any time to request a copy of the data we hold about you.

Some of our suppliers are based outside the European Economic Area (EEA). We have strict controls over what data we send to them, and they only have limited access to some parts of your data.

We use the FourteenFish platform to manage and process your data. FourteenFish are a UK based company, and store your data on secure servers in London, United Kingdom. They are ISO 27001 Certified, meaning that they have a range of policies and measures in place to keep your data secure, and are audited by the British Assessment Bureau on an annual basis.

By submitting your personal data, you are giving us permission to share your data with these third parties as described.

**Keeping your data secure**

Sending information over the internet is generally not completely secure. However we do ensure that all data to and from our website is encrypted using TLS 1.2 which prevents anyone reading or tampering with the data while it is in transit.

Any data you send is at your own risk.

**Disclosing your information**

We may pass on your personal information if we have a legal obligation to do so, or if we have to enforce or apply our terms of use and other agreements. This includes exchanging information with government departments for legal reasons.

We won’t ever share your information with any other organisations for marketing, market research or commercial purposes, and we don’t pass on your details to other websites.

There may also be occasions where we may provide information about you in an anonymised form. If we do so, then none of the information we provide to any other party will identify you as an individual and cannot be traced back to you.

We may share your information as follows and for the purposes as set out below;

General Practitioner Committee England (GPC) in order to administer their regional elections.

NHS England / NHS Improvement in order to confirm levy mandates and payments. We provide, the names of practices and the names of GPs contractors for those practices when they are requested.

All constituents will be provided with the names of committee members when we declare results of the LMC elections. The names of committee members are also displayed on website (www.leedslmc.co.uk)

General Support: Where we have your explicit consent, collected on a case-by-case basis, your details may be shared with LMC Officers, and those we work with to provide pastoral support.

Honoraria: If you are a Committee member or Contractor, your information will be processed via RSM payroll services in order to pay honoraria and will be provided to HMRC for tax purposes.

**Your rights**

You can find out what information we hold about you, and ask us not to use any of the information we collect. You have the right to withdraw your consent at any time, and can delete your account (and any data we hold about you) using the built in tools on the site. You can also request a copy of any and all data that we hold about you. You also have the right to lodge a complaint with the relevant supervisory authority if you feel that your rights have not been upheld.

Further information about your rights can be found at: GDPR Rights

If you’ve created an account and receive emails from us, you can unsubscribe at any time.

**Links to other websites**

The LMC website contains hyperlinks to other third party websites.

If you go to another website from this one, it is important that you read the privacy policy on that website to find out what it does with your information, as their policies may differ from ours.

**Changes to the privacy notice and your duty to inform us of changes**

This version was last updated on 28 April 2021. From time to time, we may change our privacy notice. We will post a notice on our website to notify you of any significant changes or update you by other appropriate means.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.