

# Queens Park Group Surgery

## Data Protection Policy

### Introduction

This umbrella document defines how we comply with the requirements of GDPR and DPA 2018. It includes references to all associated policies.

### Applicability

The policy is applicable to all our processing of personal data. Where appropriate different approaches are used when dealing with staff data and patient data.

### Components

The following elements define our approach:

#### DPO

The Practice and Business Manager is our DPO. This fits well with her role as Caldicott Guardian and meets the criterion that the DPO reports to the highest level of management.

#### Staff training and awareness

This is facilitated through the GDPR module on Blue Stream. (Ref. 1) All associated policies are included in the Blue Stream module, and this tracks employee progress and thus demonstrates compliance.

#### Privacy notice

Our Fair Processing & Privacy Notice is available from our surgeries and our website (Ref. 2). It is included in the pack for new patient applications. Its availability is publicised on surgery notice boards, in our practice leaflet, and on our website.

### Related Policies

Current versions are stored on our shared drive (S:\Policies and Protocols Current\2018 Policies and Protocols) as Word documents. They are also available from our website (pdf format) and are embedded in our Blue Stream training.

computer-and-data-security-procedure

computer-internet-and-email-usage-policy

Data-Protection-Impact-Assessment-Policy

Data Protection and GDPR Policy for workers, employees and consultants

records-retention-policy

subject-access-request-policy

## References

1. Blue Stream - <https://elearning.bluestreamacademy.com/gp/>
2. Surgery Website - <http://www.queensparksurgery.co.uk/>

## Glossary

Abbreviation	Meaning
DPA	Data Protection Act
DPIA	Data Protection Impact Assessment
DPO	Data Protection Officer
GDPR	General Data Protection Regulation