**A grey house with hands around it

Description automatically generated**

**Greystones Patient Participation Group**

**Application & Data Consent Form**

**Re: General Data Protection Regulations (GDPR) - Data Protection Act 2018**

Membership of the Greystones Patient Participation Group (GPPG) is open to all adult patients of the practice.

Members of the GPPG receive regular agendas, minutes, updates, documents and communications from the Co-Chairs, Secretary or e-group Manager to their email address. Advice on the members’ website of NAPP (the National Association of Patient Participation) recommends that, to ensure data protection, there should be a formal record that you have consented in writing to this access in addition to any verbal consent previously given.

Under the GDPR regulations, to communicate with you, we need to obtain your explicit consent to allow us to hold your contact information and use it to correspond with you.

Please complete the details below and either print out and return the completed & signed Consent Form to the surgery reception, or attach to an email to: gmcppg2@gmail.com

I wish to apply for membership of the Greystones Patient Partnership

Face-to-Face Group\*. e-Group. (please tick one box)

[*\*The face-to-face Group meets at the surgery every two months and numbers are limited to 14 for meeting room space. There is no number limit for the e-Group*.]

I have read and accept the Terms of Reference of the Greystones Patient Participation Group (available online at the PPG page on the GMC website and as paper copies at surgery reception).

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick to keep your email address hidden (bcc) and details stored on a separate list

If you are applying for the Face-to-Face Group but have no email address, please give your address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The GPPG aims to ensure that the age and ethnicity profile of its membership represents the profile of the adult patients at Greystones Medical Centre. To monitor our progress towards this aim, it would help us if you could indicate your age and your ethnicity\*.

18-30     30-40   40-50   50-66   66 + Prefer not to say

I would describe my ethnicity as…………………………….. / I prefer not to say

\* If you are unsure how to describe your ethnicity, please use the definition on your passport

Under the UK’s General Data Protection Regulations, **I give you explicit consent** to store my personal contact details: you may use them to contact me whenever you wish for matters relating to the Greystones Patient Participation Group.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you apply via email, please add a scanned signature to the attached form or attach a photocopy of a signed form. Otherwise, please bring the signed form to reception (in an envelope if you wish).

**Currently, member information is used by the GPPG in the following ways:**

* Members of the face-to-face group can routinely communicate by use of email.
* Contact details are stored on personal computers, tablets, or mobiles held by the GPPG’s elected officers (currently Co-Chairs). For messages with ‘cc’ or group messages, other members of the face-to-face group may have access to your email information (only). ‘bcc’ (blind copy) messages will hide email information from all but group officers.
* Communications from the GPPG e-group Manager to members of the e-group will be done by ‘blind copy’ (bcc) so that no-one in the group can see contact details.
* If direct e-mail with named contact(s) is received by the officers of the GPPG, then it will be assumed that the person has given their consent for their email details to be shown unless the e-mail requests anonymity.

**Retention/Removal of information:**

* Greystones Patient Participation Group (GPPG) will keep your information for a period of three years, unless you request its removal (see below). Every three years, the GPPG will contact you to ask if you continue to consent to the storage of your information.
* Your information will be held securely by the Chair/co-Chairs, Secretary & e-group Manager and only used by the GPPG to communicate with you. It will not be passed on to any third party.
* If anyone wishes their data to be removed this will be done. After this deletion, no further correspondence concerning the GPPG will be sent to that person.
* The person(s), who made the request for their information to be deleted can ask to be re-entered onto the database. However, for this to take place the person(s) will need to complete the Consent Form again and send it to the GPPG’s elected officers.

The information you supply to us will be used lawfully in accordance with the UK’s GDPR regulations. GDPR gives you the right to know what information is held about you and sets out the rules to make sure that this information is handled properly.

**You may withdraw your consent for us holding your data at any time.**

Thanking you in advance,

Philip May & Andrew Sale

Co-Chairs, Greystones Patient Participation Group

Greystones Medical Practice

Sheffield

December 2024