



## Tutbury Practice Patient Forum

Dear Colleagues,

### Re: General Data Protection Regulations, (GDPR)

I am writing to you with regard to the, GDPR, which came into force for all organisations across the EU as from the 25<sup>th</sup> May 2018. As you are regularly involved with the work of the Tutbury Practice Patient Forum and associated Health organisations by regularly receiving correspondence from us, we have to contact you on how we hold and manage your contact information.

Currently, your information is:

- Only known to the elected officers of the Forum.
- Is stored on the computer system held by the Forum Secretary.
- The system is password protected and has a Total Protection System installed.
- On certain occasions you may be contacted via the Secretaries mobile system. This phone is also password protected and has the same Total Protection System installed.
- If anyone wishes their data to be removed this will be done. After this deletion no further correspondence concerning the Forum and associated Health organisations will be sent to that person.
- The person(s), who made the request to be deleted, can ask to be re-entered into the data base. However, in order for this to take place the person(s) have to complete the Consent form and send to the Forum Secretary.
- When contacting the whole membership via a group email this will be done by “blind copy” so that no one can see other contact details.
- If direct email with named contact(s) is received by the officers of the Forum, then it will be assumed that that person(s) have given their consent for any response to be with email details shown.

Under the new GDPR Regulations, in order that we can keep sending you emails, letters etc we need to obtain your explicit consent to allow us to continue to hold your contact information and use it to correspond with you. Without this consent we will be unable to contact you.

We therefore request you respond to this email / letter with either of the following:

**To: The Tutbury Practice Patient Forum**

Under the General Data Protection Regulations, (GDPR), of May 2018,

- I give you explicit consent to store my personal contact details and you may use them to contact me whenever you wish for matters relating to the Tutbury Practice Patient Forum and associated Health organisations.
- I do not give you consent to store my personal contact details and I request that you delete them.

Please delete one of the above and follow the following:

- If replying via email please print your name and date as below and return, via email, to the Forum Secretary, details shown below.

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

Date \_\_\_\_\_

- If replying via post please print your name, sign, date and write your address as below and post to the Forum Secretary, details shown below.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

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

Thanking you in advance

John

John Bridges

Secretary Tutbury Practice Patient Forum

43, Ferrers Avenue,

Tutbury

Nr Burton on Trent

Staffordshire DE13 9JP

Gmail: [bridgesjohn763@gmail.com](mailto:bridgesjohn763@gmail.com)

Mobile: 07590379892