



East Staffordshire

District Patient Engagement Group

Dear Colleagues,

Re: General Data Protection Regulations, (GDPR)

We are writing to you regarding the, GDPR, which came into force for all organisations across the EU as from the 25th May 2018. You are Patient Participation Group representatives on the East Staffordshire District Patient Group and are regularly involved with the work of the Group and associated Health organisations, by regularly receiving correspondence from us, we must contact you on how we hold and manage your contact information.

Currently, your information is:

- Only known to the elected officers of the East Staffordshire District Patient Engagement Group, ESDPEG.
- Is stored on the computer system held by the ESDPEG Vice-Chair.
- The system is password protected and has a Total Protection System installed.
- On certain occasions you may be contacted via the Vice-Chair's mobile phone 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 ESDPEG 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, for this to take place the person(s) will 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 ESDPEG, then it will be assumed that that person(s) has 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: East Staffordshire District Patient Engagement Group

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 ESDPEG 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 ESDPEG Vice-Chair, 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 ESDPEG Vice-Chair, 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
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