



Privacy Notice for Docmail

Docmail Ltd is acting as a data processor. We provide them with names & addresses and a template letter (e.g. an invitation for flu vaccination), and Docmail perform a mail merge and post the letter to those patients. The least amount of sensitive data is provided to Docmail.

1) Data Controller contact details	Frome Medical Practice, Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH Telephone: 01373 301301
2) Data Protection Officer contact details	Kevin Caldwell GP Data Protection Officer Somerset CCG Wynford House Lufton Way Yeovil Somerset BA22 8HR Telephone: 01935 384000 Email: somccg.GPDPO@nhs.net
3) Purpose of the processing	To enable Frome Medical Practice to send out letters to patients regarding their medical care. This is for direct care purposes.
4) Lawful basis for processing	The following Article 6 and 9 conditions apply: Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’. Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.’ We will consider your rights established under UK case law collectively known as the “Common Law Duty of Confidentiality”*
5) Recipient or categories of recipients of the shared data	Docmail Ltd acting as data processor
6) Rights to object	Article 6(1)(e) gives the data subject the right to object. If you wish to do so please contact the practice.
7) Right to access and correct	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
8) Retention period	Docmail delete all personal/sensitive data provided to them under the agreement within 30 days.

9) Right to Complain.

You have the right to complain to the Information Commissioner's Office, you can use this link <https://ico.org.uk/global/contact-us/> or calling their helpline 0303 123 1113 (local rate) or 01625 545 745 (national rate)