



Birmingham and Solihull
Clinical Commissioning Group

Use of personal information – Changes to GP Practices

Data Controller	NHS Birmingham and Solihull CCG
Purpose	If a change is going to be made to your GP practice, for example, if it is going to close down, we will contact you to tell you and to advise you how to register with another GP practice.
Type of information used	Type of information used: Identifiable - Name, NHS Number, Address and Postcode.
Legal Basis	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority, namely - Health and Social Care Act 2012, Section 14Z (1) and (2) – Duty as to Public Involvement and Consultation.
How we collect (the source) and use the information	When we do this, the practice you're currently registered with will securely share your name and address information with the CCG or company commissioned by the CCG to send the letters.
Data Processor and Location of Processing	The CCG may use a company to send the letters to you. Where we do so, we will use a company that provides assurances that they have measures in place to protect personal data. The information is processed within the UK.
How long will the information be kept for?	The company chosen to print the letters will delete your personal data within three months of sending the letters.
Who we share the information with (recipients)	We share the data with the company chosen to send the letters.