



**The Corner Surgery**  
Southport

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## **General Data Protection Regulation (GDPR) Plan**

*To ensure compliance with the new GDPR, between now and 1<sup>st</sup> November 2018, this practice will:*

- Appoint a Data Protection Officer (DPO) to take responsibility for our GDPR compliance
- Review our Privacy Policy and related policies to ensure they meet the new GDPR standards, and remain compliant with them
- Update our procedures for handling requests for information (Subject Access Requests – SARs) and objections to Data Processing
- Raise awareness with our patients, staff and allied health professionals about the existence of and change to GDPR
- Document the personal data we hold in a Data Processing Register, identifying where it came from and who we share it with
- Identify the lawful basis for our Data Processing activities and publish this in updated Privacy Notices
- Ensure our staff contracts and contracts with our external Data Processors are GDPR compliant
- Ensure we have patient consent for any non-direct care communications, including about our Patient Participation Group
- Undertake Data Protection Impact Assessments (DPIAs) as and when required
- Implement methods to identify, report to the Information Commissioner's Office (ICO) and investigate any personal Data Breaches
- Deliver a training programme to ensure all our staff are clear about their Data Protection responsibilities

*May 2018*