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| **1) Data Controller contact details**  | Old Kilpatrick Medical Practice, Erskine View, Old Kilpatrick G60 5JG |
| **2) Data Protection Officer contact details**  | Alasdair Macdonald |
| **3) Purpose of the processing**  | To enable Old Kilpatrick Medical Practice to send out letters to patients regarding their medical care. This is for direct care purposes.  |
| **40 The Process** | The data file provided to DocMail will only contain enough data to enable them to fulfil the contract. This means that it will include name and address details and, where appropriate, the name of a clinic you will be attending. The letters will be delivered to your address by Royal Mail in the normal way. DocMail delete the personal data 28 days after the mailing. |
| **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.”  |
| **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  |
| **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 28 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 Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  |