

WELTON AND DISTRICT PATIENTS' AND DOCTORS' ASSOCIATION



Privacy Notice

Basis for Processing and Storing Data

Data is collected and stored under the “Legitimate Interest” provisions of the General Data Protection Regulation, as it is not feasible to provide a transport service without knowing who to transport & where to take them. Similarly, the driver data is required to facilitate communication & administration. This means that the PDA is not required to obtain specific consent to process and store the data obtained for the purposes of providing the transport service.

Patient Data

The Welton and District Patients’ and Doctors’ Association (PDA) collects patient data for the purpose of offering a transport service for medical and related journeys to members of the association.

The data collected includes:

- Patient’s name, address and telephone number(s)
- Name and address of the institution to be visited, and where appropriate a clinic name or number, to enable the driver to find the correct location.
- Date and time of the appointment or visit.

The full data will be held on a secure database until such time as the Driver’s expenses claim has been submitted and verified (such claims are submitted quarterly), after which the database records will be updated to remove the patient’s personal details from the transport record, or the transport record will be deleted.

Details of the Patient’s name, village and institution visited, together with the date of the journey are recorded on the driver’s expenses claim which is submitted on a paper form. Such forms are stored in a locked cabinet, and are held until that year’s accounts are audited and signed off, after which they will be shredded or otherwise destroyed and disposed of.

Patients requesting transport to attend surgery appointments will have their name and contact details stored on a paper based system, held within the surgery; which will be shredded or otherwise destroyed and disposed of within 2 weeks of the appointment.

All such data is accessible to the PDA Transport Coordinator(s), Practice staff responsible for taking transport requests and the driver nominated to carry out the journey.

PDA members may request that their details not be held as described, by writing to the PDA Data Protection Lead c/o Welton Family Health Centre; in which case the PDA will be unable to offer any transport service to that member.

Volunteer Driver Data

Driver’s name, address, telephone number(s) and email address are held in a secure database to facilitate communication between the Transport Coordinator(s), Health Centre staff and drivers.

Driver data will be deleted from the system one month after the last date that they are available to drive for the PDA.

Access Request Policy

All members of the PDA are entitled to see a copy of any of their personal information held by the PDA, and to ask the PDA to correct any erroneous data. Such requests must be made in writing to the PDA Data Protection Lead c/o Welton Family Health Centre.

Issued September 2017

Revised 2019