

## **PRACTICE WEBSITE PRIVACY NOTICE**

**Data Protection Controller: The Bovey Tracey and Chudleigh Practice**

**Data Protection Officer: TBA**

### **PRACTICE WEBSITE PRIVACY INFORMATION:**

The Practice Website is provided by Neighbourhood Direct Ltd (a member of Oldroyd Publishing Group Limited) in partnership with Myria Limited and uses the GP Fusion GP Website system.

### **HTTPS**

The Practice Website is https-secured, which means communication between the user's web browser and the server hosting the website are encrypted and cannot be intercepted en-route. It also means a padlock icon is visible in the browser address bar.

### **Secure Forms**

Secure forms within the site are used to allow Patients to:

- Submit their application to join the Patient Participation/Reference Group
- Cancel an Appointment
- Update their Annual Asthma Review
- Register as a Carer
- Receive the Newsletter by email
- Update their smoking status

Details entered into secure forms are stored in an encrypted state on the server for up to 28 days (except for Friends and Family Test & Practice Survey Data – see the next section) and only accessed over a secure connection by nominated Practice staff. The details submitted are only used for the stated purpose of the form.

### **Friends and Family Test**

Any information supplied via our Friends & Family Test form is stored securely and accessed securely by designated Practice staff. The information is submitted by patients and used for quality monitoring purposes, in line with the expectations of the patients submitting the feedback. The form does not request personal information. Data entered via the FFT form is kept for as long as the site is active unless it is deleted by a site administrator. Any personal information transmitted via this form may be anonymised by the Practice if this is required to ensure compliance with Data Protection legislation.

### **Server Logs**

The Web Server hosting our Practice Website automatically collects audit logs of Website usage. These logs include the IP addresses of Website users. Web Server Logs are used to monitor, measure, analyse, improve, and troubleshoot services only. They are not published or passed to any third parties, and are used solely to maintain service quality. Audit logs are kept for 6 months and are automatically deleted.

**DR KEITH MAYBIN, DR WILLIAM KINSELLA, DR BEN WARD, DR FRANCESCA VASQUEZ,  
DR DEBORAH HUGHES, DR TRISTAN OXENHAM, DR PAUL RUSSELL & DR DANIEL THOMAS**

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**Analytics**

Our Practice Website includes activity tracking via Google Analytics. Google anonymises the user activity data and does not store IP addresses.

**Cookies**

Our website 'Usage of Cookies' page contains information about the cookies used by our website, including those placed by Google to provide accurate analytics. This page also provides details of how to block cookies if required.

**Links To Other Websites Which Request Personal Details**

The Practice Website directs patients out to SystemOnline a third-party secure website service for appointments, request repeat prescriptions and viewing some parts of their medical records.

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