

## Communications and Engagement

<b>Purpose</b>	If you have asked the CCG to keep you regularly informed and up to date about the work of the CCG or of you are actively involved in our engagement and consultation activities or patient participation groups, we will collect and use information you share with us. You may be approached to contribute case stories, photographs or video regarding your experiences of services within Leeds . Where you submit your details to us for involvement purposes, we will only use your information for this purpose.
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Personal Data (relating to health and equal opportunity data such as race, religion, etc)
<b>Legal basis</b>	<p>GDPR Article 6 1(a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes</p> <p>Under Section 14Z2 of the NHS Act 2006 we have a statutory duty to involve users whether directly or through representatives (whether by being consulted or provided with information, or other ways) in:</p> <ul style="list-style-type: none"> <li>• planning the provision of services</li> <li>• the development and consideration of proposals for changes in the way services are provided, and</li> <li>• decisions to be made affecting the operation of services</li> </ul> <p>Additionally, NHS organisations have a duty under Section 244 of the Act to consult the local Scrutiny Board (Health) on any proposal for “substantial development or variation of the health services.”</p> <p>The Health and Social Care Act 2012 also places specific duties on CCGs to reduce inequalities in respect of planning and commissioning, in the development and consideration of service change proposals and in decisions affecting commissioning arrangements.</p>
<b>How we collect (the source) and use the information</b>	<p>The CCG collects and uses information to keep those who have requested, informed of any news, participation group or consultation activities.</p> <p>Your information will be held securely and accessible only to those who need it for the purposes it was collected.</p>
<b>How long we will keep the information</b>	<p>Leeds CCG retain personal data until our engagement reports are published. Date of publication of engagement report, review with intention to destroy.</p> <p>We also retain personal data, photographs and video for two years from date consent form signed. Review with intention to destroy.</p>
<b>Who we will share the information with (recipients)</b>	Where you have explicitly consented for us to do so, we may share your personal data, photographs and video with media organisations and public domain in the publications we produce.