

Privacy Notice for Practice Manager Development Survey

The Humberside Group of Local Medical Committees Ltd (known as Humberside LMCs and incorporating Hull & East Yorkshire LMC and North & North East Lincolnshire LMC) is seeking your consent to collect and process personal information about you as part of an exercise to understand the development needs and preferences of local practice managers.

What personal information?

We will ask you to provide your name, job title and place of work as well as information about your skills, experience and learning preferences.

How will we use this information?

Humberside LMCs will use this information to decide how to spend some funding we have been awarded to support practice manager development. All the responses we receive will be collated and we will analyse the responses to identify themes and priorities that we can respond to. It is also our intention to use the information provided to 'match up' practice manager colleagues to support one another through peer learning activities.

We may also contact you to obtain further information about your responses.

We may share the results of the survey in an anonymised format with the following:

- NHS England (who have provided the funding)
- Hull, East Riding, North Lincolnshire and North East Lincolnshire CCGs
- Training providers and other partners who may be able to assist with the planning and delivery of learning/development activities and events

We will not share your information in a way that identifies you as an individual.

We will keep and use the information collected through the survey for 3 years in order to plan our future offer to practice managers.

How will your information be kept safe?

Full details about how we store your data which will include this information is available in our [Privacy Notice for Business Contacts](#). You should also read the [SurveyMonkey Privacy Policy](#) which explains in detail how information you enter into the online survey software is processed. In particular, you should be aware that your personal data collected through the survey may be transferred outside of the European Economic Area. Section 10 of their Privacy Policy provides more information on their commitment to the EU-US Privacy Shield arrangements.

Right to change your mind

We will be using the information you provide in this survey on the basis of your informed **consent**. You have the right to withdraw your consent at any time and can do this by contacting us. When you withdraw your consent, we will delete your personal survey responses. (Please note that any anonymised analysis of survey responses that has already been completed will still be in existence.)

Contact

You can contact Amalia Booker, Director of Operations, at any time for more information about how your information is being used or to withdraw your consent. Her contact details are amalia.booker@nhs.net and 01482 655111.