

1. THE DATA PROTECTION OFFICER

The Data Protection Officer at the Surgery is Penny Coldbeck. You can contact them at ampleforthsurgery@nhs.net or on 01439 788215 if:

- A. You have any questions about how your information is being held;
- B. If you require access to your information or if you wish to make a change to your information;
- C. If you wish to make a complaint about anything to do with the personal and healthcare information we hold about you;
- D. Or any other query relating to this Policy and your rights as a patient.

2. ABOUT US

We, at Ampleforth & Hovingham Surgeries (**'the Surgery'**) situated at Back Lane, Ampleforth, York, YO62 4EF, are a **Data Controller** of your information. This means we are responsible for collecting, storing and handling your personal and healthcare information when you register with us as a patient.

There may be times where we also process your information. That means we use it for a particular purpose and, therefore, on those occasions we may also be **Data Processors**. The purposes for which we use your information are set out in this Privacy Notice.