

## GDPR Accountability Statement

Prepared May 2018

Oak Tree Surgery is based at Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend CF31 2PQ. We may process “personal data” (as defined in data protection legislation) as part of our contracted services and/or in our administration, this may be data relating to company business, and/or relating to clients, although data may be accessed remotely.

All data are held securely and for as long as they relate to the reasons for collection and/or if there is a statutory retention period. Data may be shared with third parties as part of our contracted services and/or if we are required by law to do so.

We cannot accept any liability for any processing conducted by a third party outside our remit. There is a data retention schedule in place. Data are held in UK based systems, even if accessed remotely.

There are technical security measures in place – encryption where necessary and restriction of access to data to maintain integrity and privacy. Where we utilize cloud-based services, the security of such systems has been considered. Organizational measures such as policies and directions for staff when entering data for marketing are also in place.