



## **WHITEWATER HEALTH PPG POLICY FOR FOLLOWING GDPR LEGISLATION WHEN SENDING EMAILS**

All PPG members have signed a document, compliant with GDPR legislation, regarding sharing our contact details with other PPG members.

However we must also abide by GDPR legislation when communicating with non-PPG members.

Two specific examples are:

### **1. When copying emails with multiple email addresses, to non-PPG members**

In these cases both the email addresses of the PPG members and the addresses of non-PPG members must be entered in the "BCC" address line.

In this way all addresses are kept confidential.

### **2. When sending emails to a group of non-PPG members**

In these cases both the email addresses of the recipients must again be entered in the "BCC" address line.

In this way all addresses are kept confidential.

It is very important that we all follow this process as otherwise we are inadvertently sharing their personal data.

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