

Controller			
Name and contact details		Data Protection Officer (if applicable)	
<b>Name</b>	Fraser Lowrie	<b>Name</b>	Fraser Lowrie
<b>Address</b>	12 Regent Street, Notts, NG1 5BQ	<b>Address</b>	12 Regent Street, Notts, NG1 5BQ
<b>Email</b>	fraser@johnpaceylowrie.com	<b>Email</b>	fraser@johnpaceylowrie.com
<b>Telephone</b>	+441159501123	<b>Telephone</b>	+441159501123

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals
Artificial Eye Manufacturer	To collect patient contact information in order to contact the patient about enquiries or appointments	N/A	Patients
	Handwritten notes made by Ocularists are processed to keep a record of the relevant patient medical history.		
	Scans of previous correspondence with the patient (email or letter) are stored with the patients medical notes		

<b>Representative (if applicable)</b>	
<b>Name</b>	N/A
<b>Address</b>	N/A
<b>Email</b>	N/A
<b>Telephone</b>	N/A

<b>Article 30 Record of Processing Activities</b>			
<b>Categories of personal data</b>	<b>Categories of recipients</b>	<b>Link to contract with processor</b>	<b>Names of third countries or international organisations that personal data are transferred to (if applicable)</b>
Full Name, Gender, Date of Birth, Primary Address, Secondary Address, Primary Phone Number, Secondary Phone Number, Primary Email Address, Secondary Email Address, GP Details	John Pacey-Lowrie Ltd. Management and Employees // Valters' Prosthetic Eye Laboratory Management and Employees	N/A (Controller is Processor)	Valters' Prosthetic Eye Laboratory, Latvia, Lithuania, Estonia, Ukraine, Georgia
Notes are categorised by date			

Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)	Retention schedule (if possible)	General description of technical and organisational security measures (if possible)	Article 6 lawful basis for processing personal data
Any exceptional transfers of personal data to third countries or international organisations must be overseen by controller.	75 Years	Personal data is digitally secured on Google's encrypted server and is accesible by login and password. Personal data is physically secured in locked filing cabinets in the John Pacey-Lowrie Ltd office (12 Regent Street, Nottingham, NG1 5BQ)	Consent

**Privacy Notices**

<b>Article 9 condition for processing special category data</b>	<b>Legitimate interests for the processing (if applicable)</b>	<b>Link to record of legitimate interests assessment (if applicable)</b>	<b>Rights available to individuals</b>
John Pacey-Limited does not collect or process special category data	N/A	N/A	The right to be informed, The right of access, The right to rectification, The right to erasure, The right to restrict processing, The right to data portability, The right to object, Rights in relation to automated decision making and profiling.

		Consent	Access Requests
Existence of automated decision-making, including profiling (if applicable)	The source of the personal data (if applicable)	Link to record of consent	Location of personal data
N/A	N/A	<a href="https://www.johnpaceylowrie.com/contact">https://www.johnpaceylowrie.com/contact</a>	John Pacey-Lowrie Ltd.'s Contact Database, Filing Cabinets at 12 Regent Street, Notts, NG15BQ

Data Protection Impact Assessments			Personal Data
Data Protection Impact Assessment required?	Data Protection Impact Assessment progress	Link to Data Protection Impact Assessment	Has a personal data breach occurred?
No	N/A	N/A	No

Data Breaches	Data Protection Act 2018 - Special Category or Criminal Conviction		
Link to record of personal data breach	Data Protection Act 2018 Schedule 1 Condition for processing	GDPR Article 6 lawful basis for processing	Link to retention and erasure policy document
N/A	John Pacey-Lowrie Ltd. does not process Special Category or Criminal Conviction and Offence data	N/A	N/A

on and Offence data	
Is personal data retained and erased in accordance with the policy document?	Reasons for not adhering to policy document (if applicable)
N/A	N/A