**Document Management Tool**

**Purpose:** the practice have commissioned the use of TeamNet as a HR document management tool to store personal details of staffs employment and training information. Patient complaints will also be stored but in a non-identifiable way. This system is secure and meets all NHS accredited secure standards.

**Legal Basis:** The lawful basis for processing this data under UK GDPR is Article 6 1 (b) contract where the subject is subject to the contract and 9 2 (h) Health data

**Processor :** TeamNet, Clarity