

# Privacy Information Leaflet for Children

## How do I access my records?

You are allowed to see what is written about you at your Doctors surgery. We call this a “Subject Access Request”. If you want a copy of your information you can ask on the telephone, in writing or at the surgery.

Your parents or guardian will do this on your behalf if you’re under 16. But if you are 13 or older, you may be classed as being competent and you may be able to do this yourself.

## What do I do if I have a question?

If you have any questions or are not happy about the way your information has been managed, you can ask a member of the surgery team or your parents or adults with parental responsibility. You can speak to your Doctor or the Practice Manager, Deirdre Smouna. If you are not happy you can speak to the Data Protection Officer. Her name is Tara Moylan and you can contact her by email [dpo.healthcare@nhs.net](mailto:dpo.healthcare@nhs.net) or telephone 01270 275217.

If you are not happy with the answers you have received, you can contact the Information Commissioner’s Office by visiting [ico.org.uk](http://ico.org.uk) and select ‘Raising a concern’.

We always make sure the information we give you is up to date. Any updates will be published on our website, in our newsletter and leaflets, and on our posters. This policy will be reviewed in May 2019.



**Updated for the GDPR 2016 and Data  
Protection Act 2018**

## What is a Privacy Notice?

A privacy notice helps your Doctors surgery tell you how it uses information it keeps about you. These are things like your name, address, date of birth and all of the information the Doctor or nurse makes about you in your healthcare record.

## Why do we need one?

Your Doctors surgery needs a privacy notice to make sure it meets the rules which are written in a new document called the General Data Protection Regulation (or GDPR for short).

## What is GDPR?

The GDPR is a new document that helps your Doctors surgery keep the information about you safe. This started on 25<sup>th</sup> May 2018 and makes sure that your Doctor, nurse and any other staff at the surgery keep your information safe and follow the rules.

## What information do we collect about you?

We only collect information we need to help us keep you healthy, such as your name, address, information about your parents or guardians, records of appointments, telephone calls, your health record, treatment and medicines, test results, x-rays and any other information that helps us to look after you and keep you healthy.

## How do we use your information?

We need your information to help us look after you when you are poorly. Sometimes, we might need to share this information with others, such as the hospital. This makes sure that the hospital knows about you so they can help us keep you healthy. Your Doctors surgery may be asked to help with exciting medical research, but don't worry, we will always ask you, or your parents or guardian, if it's okay for you to take part.

## How do we keep your information private?

Your Doctor's surgery knows that it is very important to protect the information we have about you. We make sure we follow the rules that are written in the GDPR document and other important rule books.

## Don't want to share?

All of our patients, no matter what their age, can say that they don't want to share their information. You can also ask to look at your information on a computer at home if you wish. If the Doctor doesn't think you are able to understand the information then they will ask your parents or adults with parental responsibility to decide. They can get more information from a member of staff at the surgery, who can also explain what this means to you.