

# Privacy Information Leaflet for Children



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### **What is a privacy notice?**

A privacy notice helps your doctors surgery tell you how it uses information it has about you, like your name, address, date of birth and all of the notes 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 legal requirements which are written in a new document called the General Data Protection Regulation (GDPR—for short!).

### **What is GDPR?**

Great question! The GDPR is a new document that will help your doctor and any other staff at the surgery to follow rules and keep information about you safe.

### **What information do we collect about you?**

Don't worry! We only collect the information we need to help us keep you healthy— like your name, address, records of appointments, visits, telephone calls, your health record, medicines and other information that will enable us to care for you.

### **How do we use your information?**

Your information is taken to help us provide your care. Sometimes we might need to share this information with other medical teams, like hospitals, if you need to be seen by a special doctor. Your doctors could be asked to help with exciting medical research; but don't worry, we will always ask you or your parents or adults with parental responsibility, if it's okay to share information.



### **How do we keep your information private?**

Your doctors surgery knows it is very important to protect the information about you. We make sure we follow rules that are written in the GDPR and other important documents.

### **Don't want to share it?**

No matter what age you can say that you don't want to share your information. If you are under 16 this is something which your parents or adults with parental responsibility will have to decide. They can get more information from a member of staff at the surgery.

### **How to access my records?**

If you would like to see what is written about you, you have the right to access the information we hold about you, but you will need to complete a Subject Access Request. Your parents or adults with parental responsibility will do this on your behalf if you're under 16. However if you are over 12, 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, ask a member of the surgery team or your parents or adults with parental responsibility. You can:

1. Contact the practices data controller via email at: SHECCG.FalklandHouseMC@nhs.net
2. Write to the data controller at the address on the of this leaflet.
3. Ask to speak to the Practice Manager.

### **What to do if you're not happy about how we manage your information:**

We really want to make sure you're happy but we understand that sometimes things can go wrong. If you or your parents or adults with parental responsibility are unhappy with any part of our data processing methods, you can complain. For more information, visit [ico.org.uk](http://ico.org.uk).