

# **Park House Surgery**

## **Privacy Information for Children**

### **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. It also contains all the notes the doctors and nurses make in your clinical record.

### **Why do we need one?**

To meet the legal requirements of the General Data Protection Regulation (GDPR for short) your doctor's surgery needs a privacy note

### **What is the GDPR?**

The GDPR is a new document that helps the doctor's surgery keep information about you and other patients safe and secure. It begins on May 25<sup>th</sup> 2018 and helps make sure that the practice follow the rules and keep your information safe.

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

We only ever collect information that we need to help us keep you healthy and well. We will keep records of your parents/ guardians, your names and address and also details of your appointments. We also keep all of your clinical information such as test results and medicines as this enables us to give you the best care.

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

We use this information to help provide you with the best care. Sometimes we may need to share this information with other healthcare services such as hospitals usually if you need to be seen by a specialist doctor or need an x-ray. Occasionally we may be asked to help with medical research but we would always ask you first before sharing your information and you would have to agree it was okay.

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

We make sure we follow the GDPR guidelines to always keep your information safe and private.

### **What if I've got an ongoing illness?**

If you have a long-term problem it is very important that we share your information with other healthcare workers to ensure they can help you properly. This will mean you get the best care when you need it.

### **Do I have to share?**

For patients under 16 this is something your parents / Guardians with parental responsibility will have to decide. They can get further information from the surgery.

### **How do I access my records?**

If you want to see what is written about you, you have the right to access the information we hold about you but you will need to access a Subject Access Request (SAR). Your parents / guardians (who must have parental responsibility) will do this on your behalf if you are under 16. But if you are over 12 you may be competent to do this yourself (Gillick Competence) and the doctor would make the decision about this.

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

If you have any questions about GDPR or your information please speak to a member of staff at the surgery or your parents / Guardians with parental responsibility.

Updated in line with GDPR 24<sup>th</sup> May 2018 LG