



## **CHILDREN PRIVACY NOTICE**

PRACTICE DETAILS - ROBERT FREW MEDICAL PARTNERS

DATA PROTECTION OFFICER – NOHOSSON KANE

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

A privacy notice helps your doctor's surgery tell you how it uses information it has about you, like your name, address, date of birth and all the notes the doctor or nurse makes about you in your healthcare record

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

Your doctor's 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?**

GDPR is a document that helps your doctor's surgery keep information about you safe. It was introduced on the 25<sup>th</sup> May 2018, making sure that your doctor, nurse and other staff at the practice follow the rules and keeps your information safe.

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

Don't worry; we only collect the information we need to help us keep you healthy – such as your name, address, date of birth, information about your parents or guardians, records of appointments, visits, telephone calls, your health record, treatment and medicines, test results, X-rays and other information to help us care for you.

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

Your information is taken to help us provide your care. We might need to share this information with other medical people such as those who work in hospitals, if you need to be seen by a special doctor or sent for a test like an X-Ray.

Your doctor's surgery may be asked to help with exciting medical studies; but don't worry, we will ask you, or your parents or adults looking after you, if it's ok to share your information.

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

Well, your doctor's surgery knows that it is very important to keep safe the information we have about you. We make sure we follow rules that are written in the GDPR 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. If you are under 16 this is something which your parents or adults who look after you will have to decide. They can get more information from a member of staff at the surgery, who can also explain what this means to you.

### **How do I get hold of my records?**

Remember we told you about GDPR? Well, if you want to see what is written about you, you have the right to get hold of the information we hold about you, but you will need to fill in a special form called a Subject Access Request. Your parents or adults who look after you can do this on your behalf if you are under 16. If you are over 12, you may be classed as being able to understand what is in your records and you may be able to do this yourself. Please write into the Practice Manager to request this and you will be given more information on how this works. (or ask your parents or adults who look after you to do so)

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

If you have any questions, ask a member of staff at the surgery or your parents or adults who look after you. You can also email us on [dr.robertfrew@nhs.net](mailto:dr.robertfrew@nhs.net). Your doctors' surgery is a Data Controller for all the information they hold about you

### **What if I am not happy about how we have managed your information?**

We really want to make sure you are happy, but we understand that sometimes things can go wrong. If you or your parents or adults who care for you are unhappy with any part of the way we look after your information, you can speak to the Practice Manager.

