



## Children Privacy Notice

### Oaklands Surgery

#### What is a privacy notice?

A privacy notice helps Oaklands 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 doctor's 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 (Or GDPR for short).

#### What is GDPR?

GDPR is a document that helps your doctor's surgery keep the information about you secure. It was introduced on the 25<sup>th</sup> May 2018, making sure that your doctor, nurse and any 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, information about your parents or guardians, records of appointments, visits, telephone calls, your health record, treatment and medicines, test results, X-rays and any other information to enable us to care for you.

#### How do we use your information?

Your information is taken to help us provide your care. But we might need to share this information with other medical teams, such as hospitals, if you need to be seen by a special doctor or sent for an X-ray. Your doctor's surgery may be asked to help with exciting medical research; but don't worry, we will ask you, or your parents or adults with parental responsibility, if it's okay to share your information.

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

Well, your doctor's surgery knows that it is very important to protect 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 with parental responsibility 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 access my records?

Remember we told you about the GDPR? Well, if you want to see what is written about you, you have a right to access the information we hold about you, but you will need to complete a Subject Access Request (SAR). Your parents or adults with parental responsibility will do this on your behalf if you are under 16. But if you are over 12, you may be classed as being competent and you may be able to do this yourself. Please write in to the Practice Manager to request this and you will be given further information on how this process works, (or ask your parents or adults with parental responsibility to do so).

### 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:

Contact the practice's data controller via email at [oaklands.surgery@nhs.net](mailto:oaklands.surgery@nhs.net). GP Practices are data controllers for the data they hold about you.

### What to do if you are not happy about how we manage 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 with parental responsibility are unhappy with any part of our data processing methods, you can speak to the Practice Manager.

