

Ormeau Health Centre
Privacy Information for Children

What is a Privacy Notice?

A Privacy Notice helps your Doctor's Surgery tell you how it uses the information it has about you, such as your name, address, date of birth and all of the notes the doctor or nurse makes about you in your medical record.

Why do we need a Privacy Notice?

Ormeau Health Centre 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).

Our Privacy Notice can also be found displayed in our waiting room and on our website.

What is the GDPR?

The GDPR is a document that helps us at your doctor's surgery, keep the personal information we hold about you safe and secure. It is a new law and it will be introduced on 25th May 2018, to make sure that your doctor, nurse and any other staff working at Ormeau Health Centre follow the rules and keep 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.

- Name
- Address
- Date of Birth
- Information on your parents or guardians
- Your School
- Records of appointments, visits, telephone calls, your medical record, treatment and medicines, test results, hospital visits and other information which helps us to care for you.

How do we use your information?

All the information taken is to help us provide you with great care. Sometimes 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 need an x-ray. If we need to share your information with anyone else, don't worry we will always ask you, your parents or guardians if this is okay beforehand.

How do we keep your information private?

All the staff at Ormeau Health Centre knows that it is very important to protect the information we have about you. We make sure that we follow the rules that are written in the GDPR and other important rule books.

Don't want to share your information?

All of our patients, no matter what age, can tell us if they don't want to share their information. If you are under 16, this is something you may ask your parents or guardians for help with. There may be exceptions to this, if you are over 12, you may be classed as competent, however this can be discussed with your GP or our practice manager.

How do I access my records?

If you would like to see the information written about you in your medical record, you have the right to access this information. You will need to complete a Subject Access Request (SAR) in writing to the practice manager. Your parents or guardians can do this on your behalf if you are under 16. If you are over 12 and classed as competent, you may be able to do this yourself.

What if I have a question?

If you have any questions on any of the information in this Privacy Notice you can:

1. Speak to your GP or Claire Bateson, the Practice Manager
2. Contact the Data Protection Officer (DPO)

The Data Protection Office at Ormeau Health Centre is:

What to do if you are not happy about how we manage your information

We really want to make sure you are happy about the way we manage your personal information, but we understand that sometimes things can go wrong. If you or your parents or guardians are unhappy with any part of our data processing methods, you can raise your concerns with the Information Commissioners Office (ICO). Their website is: <https://ico.org.uk>