

**Thaxted Surgery**  
**Children's Data Privacy Notice – January 2020**

**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 of the notes the doctor or nurse makes about you in your Healthcare record whenever you come to see us. It also tells you how we make sure your information is kept safe

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

We collect information about you such as: your name, why you are coming to see us, your birthday and year you were born, your address, the name of the person who will generally bring you to your appointments, your family doctor (General Practitioner or GP), the reason that you are coming to see us, any information that your family doctor or you or your family gives us, test results, X-rays and any other information to enable us to care for you.

**Why we collect it?**

We collect information about you so that we can give you the best quality healthcare to you. We ask for your address so that we know where we can contact you, we ask for your date of birth as your age may be important to your care and each time you come to see us we will write down things that you tell us, things that we tell you and any medicines or treatment we give you so that way we can look back at what we have done for you to make sure we are treating you in the best way.

**What do we do with it?**

We keep the information we collect electronically. All of this information together is called your Health Record and anyone involved in caring for you at the practice can see what has been collected. This way we can all make the right decisions about your care with all of the information you have given us.

**Who we share it with?**

*Parents*

If you are 12 years old or under, your parents or legal guardian may ask to see the information that we hold about you, and may have on-line access to that information.

Any on-line access that they have to your information will be cancelled when you reach your 13<sup>th</sup> birthday. If you are 13 or older and your parents want to see your information, we will make a decision in your best interests and involve you in that decision.

*Hospitals*

We share the information we record about you with hospitals whenever we want them to see you about a health problem.

*School nurses and child health*

We share information about your vaccines with the school nurses and child health. We also sometimes share broader information with your named school nurse when this helps with your care.

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*Social Workers and School*

We sometimes share information with school and social workers in order to look after you. We would always discuss this first with you and your parents unless there is an immediate and significant risk to you or someone else.

If you tell us something that makes us worried about your safety or the safety of someone else you know, we might have to share this with other people outside of the practice – even if you don't want us to. This is part of our job to keep you and others safe

**How do we keep your information safe?**

Everyone working in our practice understands that they need to keep your information safe; this is called keeping your information confidential or protecting your privacy. They have training every year to remind them of this, we tell them that they are only allowed to look at your information if they are involved in your care or to help us run our practice and they understand that they must keep any information safe especially the information that identifies you. This might be your name or address and anything you come to see us about. We are not allowed to give any of this type of information to anyone who shouldn't see it. This includes talking to them about it.

**How long do we keep your information for?**

We will keep a copy of your information in our Practice for as long as you are registered with our Practice.

**Am I able to see the information you collect about me?**

Yes! You or your family will need to contact us to tell us what they want to see – it may just be part of your record, your x ray or a report. We will check they are who they say they are to make sure we are not sharing your information with anyone who shouldn't see it.

**If I think some of my information is wrong can I do anything about it?**

Yes! You or our parent or guardian needs to contact us. Let the practice know what it is that you think is wrong.

**If I'm unhappy with the way you've used some of my information can I do anything?**

Let us know and we will try and sort it out for you. You can also contact our local Data Protection Officer DPO, Jane Marley. [essexgps.dpo@nhs.net](mailto:essexgps.dpo@nhs.net) . 01268 594531.

If you are still not happy, you can contact our the Information Commissioners office [www.ico.org.uk](http://www.ico.org.uk)