

## **UNIVERSITY MEDICAL CENTRE**

### **Privacy Notice for Children**

#### **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, telephone, data of birth and all of the notes the Doctor, Nurse or health professional makes about you in your medical 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' (GDPR).

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

This is a new document that helps your Doctor's Surgery keep information about you secure. It is new and was introduced on the 25<sup>th</sup> May 2018 and makes sure your Doctor, Nurse or health professional at the surgery follows the rules and keeps your information safe.

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

We only collect information that we need to help us keep you healthy, records of appointments and visits. It is also helpful if we have your correct name, address, telephone number and information about your parents or guardian.

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

Your GP record is kept on a secure computer system. Only doctors, nurses and receptionists that we give permission to can look at your information. We make sure it is really difficult to hack into this system. If you are old enough to have a mobile phone, or an e-mail address, then we will only use that to contact you when it's about medical information ie when reminding you about an appointment or advising about flu jabs.

If you do not want us to text you anything at all, then just tell us and we will make sure that it doesn't happen.

All your details are private so we won't tell anyone else about it unless they are also looking after you, or trying to get you better, and only if they really need to know about it – the doctors, nurses and receptionists can look at your GP record if they need to. If they do, they are not allowed to tell anyone else about it. If the doctors and nurses at the Practice don't know what's wrong with you, we usually ask someone at the hospital to see you and we may need to give that doctor or use information about you and what's making you feel unwell. Sometimes we do have to tell other people about information in your GP record. Sometimes, it's the law to do so and therefore we have to do this.

If you are ill and that illness could be spread to all your friends and other people at school, then we might need to tell the right people know – so that they can try to make sure that no-one else catches that illness as well. Sometimes we do have to tell other people if we are worried that you, or someone else in your family, could be in danger. If we can, we would always tell you if we were going to tell someone else about you and your medical records. Other places like the Accident and Emergency Department at the hospital, or other doctors and nurses that you might see when your Practice is closed, can look at your GP record – but only if they ask you (or your parents/guardian) first.

The information in your GP record can be useful to them when they are trying to make you better. You do not have to say yes if they ask you, and you can ask the Practice not to allow anyone else to be even able to look at your GP record like this if you want. The doctors and nurses at the Practice can also look at some of your hospital records sometimes, like if you went to Accident and Emergency with a broken bone, we can see what the x-ray showed. That information can be helpful to us when we see you in the Practice.

If you have any questions about any of this, please ask someone at the Practice even if you haven't got an appointment because a receptionist can find someone to talk to you about it. You can or your parents/guardian can ask the doctor who is in charge of all the data information and keeping things private. If they want to know more please ask to speak to Dr Michael Norman ([mcentre@nhs.net](mailto:mcentre@nhs.net)).