

MIDDLEWOOD PRIVACY NOTICE FOR CHILDREN

1. WHAT IS A PRIVACY NOTICE AND WHY DO WE NEED ONE?

A privacy notice helps us tell you how we use information that we keep about you. We need a privacy notice to make sure we meet the rules that are written in a document called the General Data Protection Regulation (or **GDPR** for short).

2. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We only collect information we need to help us to keep you healthy, such as your name, address, date of birth, information about your parents or adults with parental responsibility, records of appointments, telephone calls, your health record, treatment and medicines, test results, x-rays and any other information that helps us to look after you and keep you healthy.

3. HOW DO WE USE YOUR INFORMATION

We need your information to help us look after you when you are poorly and to give you other medical support. Sometimes, we might need to share this information with others, such as the hospital. This makes sure that the hospital knows about you so they can help us keep you healthy. If you have any concerns about the way that we share your information, please let us know.

Everyone working at Middlewood understands that they need to keep your information safe and will only look at it if they are involved in your care. We are not allowed to pass your personal information to anyone who shouldn't see it. This includes talking to them about it. Every year we do some training to remind everyone about this.

4. RESEARCH

Some information that is collected about you may be used within the rules to plan and improve care and medicines. If you don't want this to happen, you can say so at: <https://www.nhs.uk/your-nhs-data-matters/>.

If we are asked to help with other exciting medical research, don't worry, we will always ask you, or your parents or adults with parental responsibility, if it's okay for you to take part.

5. HOW DO WE KEEP YOUR INFORMATION PRIVATE?

We know that it is very important to protect the information we have about you. Your doctor, nurse and all other Middlewood staff make sure they all follow the rules that are written in the **GDPR** and other important rule books.

6. HOW DO I ACCESS MY RECORDS?

You are allowed to see what is written about you at Middlewood. We call this a 'Subject Access Request'. If you want a copy of your information you can ask on the telephone, in writing or at the Surgery. Your parents or adults with parental responsibility may do this on your behalf if you're under 16. But if you're 13 or older, we may ask you to be directly involved.

7. WHAT DO I DO IF I HAVE A QUESTION?

Please just speak to a member of the Middlewood team, such as your doctor or the Practice Manager, with any questions or to express concerns about the way your information has been managed. Your parents or adults with parental responsibility can do this on your behalf. If you aren't happy with the response that you get, you can email our Data Protection Officer, Malcolm Gandy, at: IG@sthk.nhs.uk.

If you still don't feel happy, then you can contact the Information Commissioner's Office by visiting ico.org.uk and selecting 'Raising a concern'.

We always make sure the information we give you is up to date. Any updates will be published on our website.