**The Grange, Greenview and Kinsley Medical Centres**

**Highfield Road**

**Hemsworth**

**Pontefract**

**WF9 4DP**

**01977 610009**

[**www.grangemedicalcentre.co.uk**](http://www.grangemedicalcentre.co.uk)

**Children’s Privacy Notice**



**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.

**Why do we need a Privacy Notice?**

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 the GDPR?**

A great question. The GDPR is a new document that helps your Doctor’s surgery keep the information about you secure. The GDPR was introduced on the 25th May 2018, to make sure that your Doctor, Nurse and any other staff at the surgery follow the rules and keep your information safe.

**How do you know about our Privacy Notice?**

At your surgery, we have notices in our waiting room for children and adults and we also have lots of information about privacy on our website, telling you how we use the information we have about you.

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

Don’t worry, we only collect the information we need to help us keep you healthy.

* Identity details - name, date of birth, NHS Number
* Contact details - address, telephone, email address
* 'Next of kin' - the contact details of a close relative or friend
* Details of any A&E visits, in-patient spells or clinic appointments
* Results of any scans, X-rays and tests
* Details of any diagnosis and treatment given
* Information about any allergies and health conditions
* Relevant information about people who are involved in your care and know you
* Information sent about you to us from others involved in your care such as your GP, Optician, schools etc

**How do we use your information?**

Another great question! Your information is taken to help us provide your care. We might need to share this information with other medical teams such as hospitals, urgent care services like NHS 111, or 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 always ask you, or your parents or adults with parental responsibility, if it’s okay to share your information. Also, if you are seen by other medical teams, they should ask your consent before viewing your record and you can say no if you want to.

**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 the rules that are written in the GDPR and other important rule books.

**What if I’ve got a long-term medical problem?**

If you have a long-term medical problem then we know it is important to make sure you information is shared with other healthcare workers to help them help you. This helps in making sure you get the care you need when you need it!

**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’re under 16 this is something which your parent 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 medical 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’re under 16, but if you are between 13 and 16, you may be classed as being competent and you may be able to do this yourself.

A Doctor will need to have a conversation with you to assess and decide whether you are competent to do this yourself.

**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 can ask on your behalf. You can also:

* Write to the Practice Manager at The Grange Medical Centre, Highfield Road, Hemsworth, Pontefract, WF9 4DP or;
* Ask to speak to the Practice Manager

The Data Protection Officer (DPO) for The Grange, Greenview and Kinsley Medical Centres is:

Helen McNae, Data Protection Officer helen.mcnae@this.nhs.uk / 07748 623531. The Health Informatics Service,Unit 13, Ainley Bottom, Ainleys Industrial Estate, Elland, HX5 9JP. [http://www.this.nhs.uk](http://www.this.nhs.uk/)

**What to do if you’re not happy about how we manage your information?**

We really want to make sure you’re happy, but we understand that sometimes things can go wrong. If you, your parent or guardian are unhappy with any part of our data processing methods, you can raise any concern or complaint with the UK information regulator at the Information Commissioner’s Office, address as follows:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545745

Website: <https://ico.org.uk/>.

We always make sure the information is up to date. Any updates will be published on our website and surgery notices.