

# MCMINN & PARTNERS PRACTICE

## Privacy information leaflet 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, date of birth and all of the notes the doctor or nurse makes about you in your computer record.

### Why do we need Privacy Notices?

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?

This is a great question! The GDPR is a new law that was introduced on 25 May 2018. It makes sure that your doctor, nurse and any other staff at the practice follow strict 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 – such as your name, address, information about your parents or guardians, records of appointments, visits, telephone calls, your health record, treatment and medicines, test results, X-rays and any other information to enable us to care for you.

### How do we use your information?

This is also an important question! Your information is recorded to help us provide your care. 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 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.

### How do we keep your information private?

Your doctor's surgery knows that it is very important to protect the information we have about you. We make sure we follow all the GDPR rules to ensure both paper records and records on the computer are safe. All staff have to use passwords to log onto the computer and all the doors leading into any rooms where your records are stored have key codes.

## What if I have a long term medical problem?

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

## What if I don't want to share my medical information?

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 parents 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.

## Is it possible for me to view my 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 special form called a Subject Access Request (SAR). Your parents or adults with parental responsibility will do this on your behalf if you're under 16.

## What do I do if I have a question?

If you have any questions, ask your parents or adults with parental responsibility. You can also ask a member of the surgery team. We have a Data Protection Officer who is called Anne O'Mahony. Anne should be able to answer all your questions. You can ring the surgery on 028 91 515300 and ask to speak with her or call in to the surgery and ask the receptionist for more information.

## What to do if you are 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 or your parents or adults with parental responsibility are unhappy with any part of our data-processing methods, you can complain.

You can ask the surgery to provide you with information about how to make a complaint or you can contact the Information Commissioners Office directly.

## Making a complaint:

If you have any questions about this Privacy Notice or how we handle your information, please contact the Clinic's Data Protection Manager, Mrs Anne O'Mahony.

You have the right to make a complaint at any time to the supervisory authority in the UK for data protection matters, the Information Commissioner's Office (ICO). You can contact the ICO via their website: [www.ico.org.uk](http://www.ico.org.uk) or telephone on 028 90 278757 or even send an Email to [ni@ico.org.uk](mailto:ni@ico.org.uk)

