

# Child Privacy Notice

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SURGERY

## Who are we?



Practice Name

We are responsible for gathering, storing, and handling your information when you register at our GP Practice as a patient.

## Why do we need to know things about you?

So we can help you when you're not feeling well. We'll ask you questions when you come to see us, or we might talk to some of the adults you know, like a parent, carer, or your school.

Sometimes we might need to give you medicine and write down things about you. We keep this information on a computer all about you, called your Health Record. In your record we keep things like:

1. your name, where you live, and how old you are
2. who you live with and who looks after you
3. your contact details (such as phone number and email address)
4. what care we have given you



## We always keep your information private

The things you tell us are private, like a secret, and most of the time we are not allowed to tell anyone else unless you (or your parent / carer) say it is okay first.

If we do talk to anyone about you without your permission, it will only be when it's really important; to look after you, make you better, or keep you safe. We may tell:

- other people who look after you, such as a doctor or nurse in a hospital,
- a police officer or somebody in your school who helps to keep you safe, or
- a researcher – sometimes we need to use your information so doctors and nurses can learn new ways to make you, and other people like you, better. This is called research. When we do this, we remove things like your name, age, and where you live so no one will know it's about you.



## The rules for looking after your records

As we have private information about you, there are lots of rules that we need to obey – rules about how long we are allowed to keep your information, about how to stop anyone from taking it without permission, and about making sure that your record has information about you that is true.

You are allowed to see all the information we have about you, and you can do this in different ways – you can ask your parent / carer to help you, or a different adult that you trust.

There is a form that you can fill in to tell us what you want, and you can get a copy of this form by asking somebody when you are in the GP Practice or by using the following contact details:

**Phone:**

**Email:**

## Do you have any questions that you want to ask?

If you want to ask us any questions about your records, then we have a special person called a Data Protection Officer.

Their job is to make sure that everybody follows the rules and keeps your information private, so if you think that somebody has broken the rules, or if you have any other questions about the information we hold on you, then you can contact them as follows:

**By email:** [dpo.im@imerseyside.nhs.uk](mailto:dpo.im@imerseyside.nhs.uk)

**By post:** Head of Information  
Governance and Data Protection Officer  
NHS Informatics Merseyside  
Information Governance Team  
Hollins Park  
Winwick  
Warrington  
Cheshire  
WA2 8WA.