

Donard Family 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 the notes the doctor or nurse makes about you in your healthcare 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 or (GDPR for short).

What is GDPR?

What a great question! The GDPR is a new document that helps your doctor's surgery keep the information about you secure. It's new and will be introduced on the 25th May 2018, making sure that your doctor, nurse and any other staff at the practice follow the rules and keep your information safe.

How do you know about our privacy notice?

At Donard Family Practice, we have information on our web site 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 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?

Your information is taken 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 x-ray. Your doctor's surgery may be asked to help with 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 the rules that are written in the GDPR and other important rule books.

What if I've got a long term medical condition?

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.

Don't want to share?

All or 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 you're 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.

How do I access my records?

Remember we told you about 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 over 12 you may be classed as being competent and you may be able to do this yourself.

What to do if I have a question?

If you have any questions, ask a member of staff of the surgery team or your parents or adults with parental responsibility,

If you have any questions about this privacy notice or our processing information, if you wish to raise a complaint on how we have handled your personal information, or if you wish to exercise any of your rights set out in this notice, please contact the Practice Manager at the following address:

Mrs Geraldine McCann

Practice Manager

Donard Family Practice

56 Main Street

Newcastle

BT330AE

028 437 22220