

**Children’s Information Privacy Notice**

**INTRODUCTION**

Privacy Notice is information which explains what our hospital does with your personal information that we hold about you.

**WHAT IS PERSONAL INFORMATION?**

It is anything which identifies you as a person. Here are some examples of personal information - your name, address, date of birth, pictures of you, your email address and detail about your hospital visits all this information tells us something about you.

Remember that your personal information is private property, and your private property should only be shared with people you trust, like your parents, teachers or nurses and doctors you see at your visits.

**A PRIVACY NOTICE TELLS YOU**

* **Why do we collect this information and how is it used?**

We collect this information to give you the best possible care, our doctors and nurses will need to make a record about you. Each time you visit us we will need to record why you were here, things we have told you and what medicines we have given you. This means that we can look back at what we have done for you and make sure you are getting the best possible care.

We record your personal information such as your name, date of birth, address, and NHS number, this is to make sure we know where you are in case, we need to contact you. Sometimes, we might use technology to help us care for you. This might mean that instead of coming to the hospital with your parent or guardian, we contact you by a video or phone appointment to talk to you on a mobile, PC or tablet. We would arrange this beforehand and will only do this when you have someone there with you and if you are scared or worried about this, we can arrange for you to come to the hospital instead.

We might also use App technology to help you learn about how to manage an illness, such as Diabetes, or so that you can take part in a group activity. We will always ask you and your parent or guardian if you would like to take part in these types of activities.

* **Who your information may be shared with?**

We share your information with your local doctor, other hospitals, schools, or social services to be able to provide your care safely. This is to make sure all the people who care for you know exactly who you are and what you need. We will only ever share information that needs to be shared, if another hospital only needs a name and an address, we will only share a name and an address. We may also share your information within the NHS for the reason of improving our own services, although we will always remove details that can identify you where possible, such as your name and address.

* **How we keep your information secure**?

All doctors and nurses must complete training once a year to make sure they know how to keep your information secure and that your information will only be seen by people who shouldn’t see it.

* **How long we keep your information for**?

Once we make a record of your treatment, we must follow NHS guidance as to how long to keep your records for as this is set by NHS England which is an organisation that helps the doctors and nurses across the whole country. After keeping your record of a period your information will be put into storage.

**WHAT INFORMATION DO WE COLLECT?**

To look after you, we must collect information about you.

The type of information we collect includes:

• Your name

• Your date of birth

• Your address

• Your family Doctor (GP)

• The reason why you have to visit the hospital or clinic

• What treatments or medication you are given

* **How do we protect your information?**

We collect information about you either on paper or recorded on a PC. UK law says that all doctors and nurses must handle your information responsibly. We have very strict rules in place to make sure all your information is stored securely.

* **What if my information is wrong?**

If you believe that any information, we hold about you is wrong you can ask for it to be changed. You or you parent or guardian can do this by contacting the Information Governance team by emailing information.governance@stockport.nhs.uk or ring 0161 480 1010. If we find any information about you is wrong, we will immediately correct this.

* **If you are worried about any of the information we hold?**

You can raise any concerns that you might have with the doctors, nurses, or our Information Governance team at the hospital.

* **How to access information held about you?**

Young people and their parents/guardians are allowed to receive copies of their records. We have a team dedicated to handle requests for copies of records. If you have any questions about this, you can ask the doctors, nurses or our Information Governance team at the hospital by email information.governance@stockport.nhs.uk or ring 0161 480 1010