

# **Your Privacy**

## **Children's Information**

### **Leaflet Dog Kennel Lane**

#### **Surgery**

#### What is a privacy notice?

A privacy notice helps us tell you how we use information about you. This includes your name, address, date of birth and all of the notes the doctors and nurses make about you in your healthcare record.

#### Why do we need one?

We need a privacy notice as it is a legal requirement under the General Data Protection Regulation (or GDPR)

#### What is the GDPR?

This is a regulation that helps us keep your information safe. It makes sure that everyone who works at Dog Kennel Lane Surgery knows how to keep your information safe and that they follow the rules.

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

We only collect information about you that we need to look after your health. For example your name, address, date of birth, information about your parents or guardians, records of appointments, your treatments and medicines, test results, x-rays and any other information that helps us to care for you.

## How do we use your information?

Your information is kept by us to help us care for your health. We sometimes need to share this information with other medical teams such as hospitals. We may share your information with organisations who help the NHS manage your health, for example your childhood immunisations. We may be asked to take part in medical research, if so we will ask your permission. We share your name and mobile number with our texting service which reminds you if you have an appointment.

## How do we keep your information private?

We take this very seriously. We make sure we follow the rules and everyone working at Dog Kennel Lane Surgery has training to make sure they know how to look after your information.

## What if I am ill for a long time or have an accident?

If you are ill and need care from doctors or nurses at the hospital or anywhere else, we will share your information with them so that they can help you as quickly and as well as they can.

## What if I don't want to share information about me?

You can tell us that you don't want your information to be shared. However, if you are under 16 years old your parents or guardian may have to make the final decision.

## How can I see my information?

You have a right to see what information we hold about you. You will need to complete a form called a Subject Access Request. If you are under 16 years old your parents or guardian may do this for you. If you are over 12 years old it may be decided that you are responsible enough to make this request yourself.

## What if I have a question?

You can ask anyone at Dog Kennel Lane Surgery to help you or you can ask your parents or guardian to contact us for you. Call us on 0121 552 1713 or email us on [dogkennellane.surgery@nhs.net](mailto:dogkennellane.surgery@nhs.net)

## What if I'm not happy with the way my information is looked after?

You or your parents or guardian can complain. You can contact anyone at Dog Kennel Lane Surgery or you can visit [www.ico.org.uk](http://www.ico.org.uk) and select 'Raising a concern'