

**MELTHAM GROUP PRACTICE
YOUNG PATIENT PRIVACY NOTICE**

The Doctors and Staff here want to give you the best Healthcare possible. That means we have to write in a computer record and sometimes paper records about the care we give you or that you have somewhere else.

This record contains

- Your name, when you were born, where you live and your closest relative;
- Notes and reports about your health;
- Notes about when we have seen you and what we saw you for
- Any medication we might have given you or injections you've had;
- Results of any tests you've had including X-rays, Blood, urine or poo tests.
- Other information from people who care for you and know you well, such as other Doctors or Nurses and relatives.

The people who care for you use your records to:

- Help you make decisions about your care choices;
- Make sure your care is safe and that it works;
- Work better with other people providing you with care.

We may also need to use records about you to:

- Check how good the care we give is;
- Protect the health of the general public;
- Help look into any worries or complaints you or your family have about your health care

We will not share information with your name on it, unless:

- You ask us to do so;
- We ask and you say it's okay;
- It is clinical emergency;
- We have to do this by law

Everyone working for the NHS has to keep your information private. We have to:

- Keep a full and correct records of the care we give to you;
- Keep records about you private, safe and correct;
- Give you information in a way that you can understand it (eg in large print if you can't see well).

You have the right

- You have the right to have your information kept private under several laws (*The Data Protection Act 1998 (DPA), The General Data Protection Regulations 2018, the Human Rights Act 1998 and the common law duty of confidentiality*).
- You also have the right to ask for a copy of your records if you want to check if we have used them correctly – Please write to the Practice FAO Data Controller at the normal surgery address with what information you require.

The Data Controller for this Practice is: Dr S J Coldwell

The Data Protection Officer for this Practice is: Helen Macgregor

See also the notice – How We Use Your Personal Information.