

Children's Privacy Notice

Binfield Road Surgery has a legal duty to explain how we use any personal data as a registered patient that we collect. This organization keeps records of your health and treatment in both electronic and paper formats.

WHAT IS A PRIVACY NOTICE AND WHY DOES IT APPLY TO ME?

A privacy notice tells people how organizations use information that they hold about them. The law that supports privacy is the Data Protection Act 2016. It includes the UK General Data Protection Regulation (UK GDPR). The UK GDPR specifies what to include in the privacy notice. It must state:



- What information we hold about you
- How we keep this especially important information safe and secure, and where we keep it
- How we use your information
- With whom we share your information
- What your rights are
- When the law permits us to use your information

WHY DOES THE LAW SAY YOU CAN USE MY INFORMATION?

The law permits us to use your information in situations where we need it to take care of you. Because information about your health is very personal, sensitive, and private to you, the law is very strict about how we use it.

Before using your information as stated in this privacy notice, we must have a good reason in law, called a 'lawful basis.' We also have to show that your information falls into a special group or category because it is very sensitive. By doing this, the law makes sure we only use your information to look after you and that we do not use it for any other reason.

If you want more information, please ask to speak to our Data Protection Officer (DPO) mentioned in this notice. They will explain this in more detail.





ABOUT US

This practice handles collecting, storing, and handling your information when you are registered with us as a patient. Because we do this, the law says we are the data controller. Sometimes, we may use your information for a specific purpose. When we do, the law says we are the data processor.

WHAT INFORMATION DO WE HOLD ABOUT YOU?

Personal information is anything that identifies you as a person and we all have personal information. Personal information that tells us something about you includes:

- Your name
- Address
- Mobile number
- Information about your parent(s) or person(s) with parental responsibility
- All your health records
- Appointment records
- Treatments you have had
- Medicines prescribed for you and any other information to help us look after you



HOW DO WE KEEP IT SAFE?

The law says that we must do all we can to keep your information private, safe, and secure.

We use secure computer systems, and we ensure that we keep any written information about you securely. We also train our staff to respect your privacy. They deal with your information in a manner that ensures it is always kept and dealt with in a safe way.





WHAT DO WE DO WITH YOUR INFORMATION?

We usually only use your information to help us care for you. We may need to share your information with others involved in your health care.

We may need to share your information with the police, courts, social services, solicitors, and others who have a right to it. However, we always check that they have a legal right to see it (or have a copy) before we provide it.

WHO ELSE WILL SEE MY INFORMATION?

Usually, only staff at this practice are allowed to see your information. If you need to go to the hospital, we may have to share your information with them. This is only to take care of you.

Sometimes we might be asked to take part in medical research that could help you in the future. We will always ask you, your parent(s), or an adult with parental responsibility if we can share your information if this happens.

Possibly the police, social services, the courts, or other organizations and people who may have a legal right to see your information.



WHAT IF I WANT TO SEE MY INFORMATION YOU HOLD ABOUT ME?

If you want to see what information we hold about you, then you have the right to see it, and you can ask for it.

To ask to see your information, you will need to complete a Subject Access Request (SAR). There are some rules on this, so if you are under 16, your parents or adults with parental responsibility can do this on your behalf. But if you are over 12, you can classify yourself as competent, and you might be able to do this yourself. We will give this to you free of charge.



If any information we hold about you is wrong, you can ask us to correct it. But the law says we cannot remove any of the information we hold about you, even if you ask us to. This is because we need this information to take care of you.

However, you have a right to ask us not to share your information. If you want to discuss not sharing your info, please let us know. This includes not sharing it with your parent(s) or an adult with parental responsibility. We will be happy to help.

WHAT IF I HAVE A QUESTION?

Should you have any questions about our privacy policy or the information we hold about you, you can:

- Contact the organization via email at lamccg.binfieldroad@nhs.net. GP practices are data controllers for the data they hold about their patients.
- Ask to speak to the Practice Manager, Louise Cobbett-Witten, or their deputy, Alicia Abreu, the Assistant Practice Manager.
- Write to the Data Protection Officer (DPO) for the practice, David Birkinshaw, gpdpo.selondonics@nhs.uk



WHAT IF I HAVE A COMPLAINT ABOUT HOW YOU LOOK AFTER MY INFORMATION?



If you are unhappy with our data processing, contact Louise Cobbett-Witten, Practice Manager. If you feel we have not addressed your concern, you can file a complaint with the Information Commissioner's Office (ICO).

You can contact the ICO at <https://ico.org.uk> by selecting "Raising a concern" or by calling 0303 123 1113.

The ICO is the data protection regulator. It gives independent advice on the law and personal data. It covers your rights and how to access your information.

This privacy notice was last updated on the 17th of October, 2024, and will be reviewed on the 17th of October, 2025.