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| Man reading a leaflet | **children privacy policy**  ***STATION VIEW HEALTH CENTRE*** | |
| Two people with ' on their chests next to a laptop | | We help people with their health and social care.  We decide how your personal data is used to help you. |
|  | | We are registered with the Information Commissioner’s Office (ICO).  This means we can use information about the people we work with under the UK Data Protection Act 2018.  Our registration number is:  Z6752585 |

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| **What is personal data?** | |
| A couple of people with an i on their chest | Personal Information is information about you or other people |
| Two people point to a name tag  House with a letter and a telephone  Calendar and birthday cake  7 heads showing different ethnicities  Person on the phone next to 8 people representing family | Your name  Your address  Your telephone number  Your date of birth  Your ethnicity  Contact details for your family  and carers |
| Male and female coupleMale and male couplefemale and female couple  Group of people in different jobs  Religious symbols  Two computers next to each other  Two people pointing to name tags  passport | If you are married  Your job  Your religion  Your email address    Where you were born  If you are using the NHS as an overseas visitor  What name you want to be called  Information about your health  If you have a protection order that affects your health, wellbeing and human rights (safeguarding status) |

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| **Why do we collect personal information about you?** | |
| Two people with i's on their chest next to a filing cabinet with a key | We need to keep information about your health, treatment and care. |
| 4 people between two hands and a thumbs up | This is so we can give you good treatment and care. |

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| **What do we use your personal information for?** | |
| Two people pointing to name tags | We won’t tell people your name unless we really have to. |
| Two people talking | We give your information to other people who are treating you. |
| Person looking at a clock | To remind you about your appointments |
| Person with NHS on them and a thumbs up | To review our service to make it better |

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| Two people talking | To share your information with the people who are paying for your care. These people are called commissioners. |
| Report | To send reports to organisations such  as the Department of Health |
| Teacher pointing to a screen in front of a class | To train healthcare staff |
| Unhappy looking person | If there is a complaint |
| Judge holding a gavel | If the law says we need to report something that has happened. |

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| **Who do we share information with and why?** | |
| Patient sat at a table with a nurse | We use it to make sure all the people involved in your care know what treatment you are getting. |
| Two people talking | We need to tell you how personal information will be used. We need to have a legal reason for using your information without asking you first. |
| Two people talking | We might need to give your information to other organisations. |
| Person with a plan and it being sent to 3 people | We might share personal information with other NHS Organisations to help them give you healthcare.  This would be NHS England, Public Health England and other NHS Trusts, General Practitioners (GPs), Ambulance Services, Primary Care Agencies. This may also include those other organisations that help the NHS to look after your health. |
| Patient and nurse sat at a table with bubbles above them showing things like a house and money | We might share personal information with organisations like Social Services or private care homes to help them give you support. |
| Person with two reports in bubbles above their head, one with a tick and one a cross | Sometimes special permission will be given to use information that uses your name without your consent. This may be for medical research or checking quality of care. This permission is given by the Secretary of State for Health on advice from the National Information Governance Board for Health and Social Care under strict conditions. |
| Judge holding a gavel | Sometimes, we might need to share your information because it is the law. We will tell you when we do this. |
| Person with a magnifying glass | To find out if fraud is happening. |
| Judge in a court handing an order | If there is a court order. |
| Person from Care Quality Commission | If the Care Quality Commission need it for an inspection. |
| Two police officers | If the Police need to investigate a crime. |

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| **Where do we get information about you?** | |
| Person pointing to you | From you |
| 3 doctors stood next to a desk | From your previous doctor (if you have one) |
| Hospital | From hospital |
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| **How do we keep information about you?** | |
| plan in folder  computer | We keep your information on paper and in a file.  We also keep your information in an electronic patient record system, on the computer.  The NHS Records Management Code of Practice for Health and Social Care 2016 and National Archives Requirements tells us to do this |
| Two people next to a laptop | The law tells us how to keep your information. These laws include the Data Protection Act 2018, the GDPR 2016, and the Common Law Duty of Confidentiality. |
| Person holding a report | We keep information about you for as long as we need to do make your health better |
| computer | You can read more about this online using this link (NHS Record Management code of practice): <https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice-2021/> |

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| **We have to:** | |
| Person with ' in a bubble above their head | Keep your records up to date, complete, and accurate, about the care we give you. |
| Computer with a key | Keep records about you confidential and secure.  We will make sure we keep your information safe, using computer passwords for electronic information, and locks for paper information. |
| Person with bubbles above their head showing large print, braille and sign language | Give you information in a way you can understand. |

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| **What are your rights?** | |
| Person with an i in a bubble above their head | You can ask to see the information we have about you |
| Two houses, one with a cross through it | You can ask us to change any information that is wrong |
| Two people talking | You can tell us not to share your personal information (unless we need to because of the law) |
| 4 people sat around a table and a person stood next to them | You can ask us to give the records we have about you to another organisation. |
| Letter, phone, computer mouse and two mobile phones | For more information you can contact the Practice Manager or Data Protection officer: Umar Sabat, [umar.sabat@ig-health.co.uk](mailto:umar.sabat@ig-health.co.uk) |
| Unhappy looking person  C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A8F27F.tmp | If you are not happy with how we use your personal information you can contact the  Information Commissioner’s Office.  https://ico.org.uk .  Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  Fax: 01625 524 510  Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) |