

# Children's Information Privacy Notice

## Introduction

This is a Privacy Notice regarding the personal information held about you by the Blackpool NHS services. A Privacy Notice explains:

- How we collect information about you
- Why and how information about you will be used
- Who your information may be shared with and your rights
- How we keep your information secure
- How long we keep it
- How to raise any concerns
- How to access information held about you

## What information do we collect?

In order to look after younger patients we are required to collect information about them. The type of information we collect includes:

- Your name
- Your date of birth
- Your address
- Your family Doctor (GP)
- The reason for your visit
- Any treatment or medication given
- Any actions we have taken for your healthcare

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

To give you the best possible care, our Trust will need to make a record about you. Each time you use our services 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 service.

We will also need to record 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 use a video to see and talk to you at your appointment. We 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 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.

## How do we protect your information?

UK law says that all NHS staff have to handle Patient and Trust information responsibly. We have very strict rules in place to make sure all your information is stored securely.

Every staff member knows they have to work together to keep your information secure and they also have to complete training every year to remind them of this.

## How long do we keep health records?

Once we make a record of your treatment, we will need to keep the record for a period of time. When we decide how long to keep your records, we have to use national guidance from NHS Digital. NHS Digital is an organisation that provides assistance to the NHS across the whole country.

We will always keep information for at least the amount of time we are told to by NHS Digital.

## Will we share your information with anybody?

We will share your information with your local doctor, other hospitals, schools or social services. This is to make sure all the people who care for you know exactly who you are and what you need. Younger patients may also need care from other health organisations, if this is the case we will have to share your information.

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 can you access your information?

Young people and their parents/guardians are allowed to receive copies of their records. We have a team dedicated to handle requests for information called 'Data Access'. If you have any questions about this you can contact them, please see the bottom of this document for contact information.

## What If My Information Is Wrong?

If you believe that any information we hold about you is wrong you have the right to challenge it. You can do this by contacting the Data Access team, please see the bottom of this document for contact information.

If we find any information about you is wrong we will immediately correct this.

## How can I contact the Trust?

If you have any worries or questions about how your data is used you are free to contact us, we have a dedicated Data Protection Officer. Contact information can be found below.

Data Protection Officer	01253 953057	bfw.h.dataprotection.officer@nhs.net
Data Access Team	01253 953056	bfw.h.data.access@nhs.net
Information Governance Team	01253 953057	bfw.h.information.governance@nhs.net