

## Child Friendly Privacy Notice

### What is this about?

A new law has been made that keeps your information safe – things like your address, date of birth and phone number. The hospital collects information about you whenever you come to see us, and the new law tells the hospital exactly what we are allowed to do with the information. We collect information about our patients, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with such as:

**Data Controller:** The person (or group of people, like a hospital) is in charge of the information we collect.

**Data processor:** This person processes information for the data controller.

**Data protection officer (DPO):** This person makes sure we do everything the law says.

The hospital DPO is Sue Meakin [nlg-tr.dataprotection@nhs.net](mailto:nlg-tr.dataprotection@nhs.net)

**Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.

### Who looks after your information?

The hospital is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes the hospital has to share your information to other people, such as healthcare staff, or the government, but we will only share your information when the law says that they can receive it. When your data is shared with someone else, they must look after it and keep it safe.

### Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. The healthcare staff that work with you to provide your care will keep records about the treatment and support you receive. All of the information collected is called a health record

When we've collected it, here's how we use it:

- To support your care
- To monitor and report on your progress
- To provide appropriate support
- To provide a complete Health Record
- To make decisions and provide treatments
- To comply with the law regarding data sharing

### **What information do we collect?**

The categories of information that the hospital collects, holds and shares include the following:

#### **Your personal information**

This is things like your name, address, your birthday and the year you were born, family doctor.

#### **Your visits to the hospital**

The reason why you are coming to see us.

#### **Information**

That your family or your doctor gives us.

#### **Recording your Care**

What we do to care for you.

#### **Investigations**

We record all your tests and results.

Each time you come to see us or stay with us we will write down information that you tell us, information that we tell you and any medicines or exercises we give you. That way, we can look back at your health record to see what we have done for you to make sure we are treating you in the best way.

#### **Do you have to give us your information?**

You must provide the information we need; it is import for us to have the information so that we can take care of you.

#### **Keeping your records safe?**

Everyone working in the hospital understands that they need to keep your information safe. Especially the information which identifies you; this might be your name or address and anything you come to see us about. We are not allowed to share this type of information to anyone who shouldn't see it. This includes talking to them about it.

#### **How long will we keep your information?**

All hospitals must keep children's information until their 25th Birthday. We have a policy that tells us when to keep it and when to destroy records. This is a national document which all hospitals have to following.

#### **Will your information be shared?**

We will share the information we record about you with:

- Family doctor
- Parents/guardians
- Healthcare staff involved in your care
- School/ Social Worker
- Other NHS organisations

### What are your rights?

- To be told how we use your information.
- How we make sure that the information is kept secure
- Ask to see the information we hold.
- Ask us to change information you think is wrong

If you are worried about how we get and use your information you can speak to the Data Protection Officer at the hospital, who will be able to help you and answer any questions that you have. Sue Meakin **Tel: 03033 302520**.

If you don't want to speak to anyone at the hospital then you can contact the Information Commissioners Office (ICO) <https://ico.org.uk>

### Would you like to know more?

If you or your parents would like to find out more information about how we and/or the NHS collect use and store your personal information, please visit the hospital website <https://www.nlg.nhs.uk> and search for the hospital Privacy Notice.

### Important things to understand

Now you have read this, we hope you understand that:

- The law allows us to collect and use your information to help us do our job.
- We may share your information with others, but only when we really need to.