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| Man with his thumb up | **children privacy policy**  Spinney Brook Medical Centre | |
| 2 people with an i on their chests | | 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  Z6754768 |

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| **What is personal data?** | |
| 2 people pointing to an i on their chests | Personal Information is information about you or other people |
| 2 people pointing to a name tag on their chests  House with a letter and a phone  Cake with birthday candles on  Heads of 7 people  Person on the phone next to 3 groups of people | 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 work uniforms  Religious symbols  2 computers with files going between them  2 people pointing to name tags  Passport and plane | 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?** | |
| filing cabinet next to two people pointing to i on their chest | We need to keep information about your health, treatment and care. |
| 4 people between hands next to 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?** | |
| 2 people pointing to name tag | We won’t tell people your name unless we really have to. |
| 1 person asking another a question | We give your information to other people who are treating you. |
| Person looking at their watch | To remind you about your appointments |
| Person pointing to NHS badge | To review our service to make it better |

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| Person asking another a question | To share your information with the people who are paying for your care. These people are called commissioners. |
| A report | To send reports to organisations such  as the Department of Health |
| Teacher pointing to a whiteboard | To train healthcare staff |
| Person frowning | If there is a complaint |
| A judge with 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 and nurse sat at a desk | We use it to make sure all the people involved in your care know what treatment you are getting. |
| Person asking another a question | 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. |
| Person asking another a question | We might need to give your information to other organisations. |
| Person with 3 plans pointing to 3 other 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. |
| 2 people sat at a desk | We might share personal information with organisations like Social Services or private care homes to help them give you support. |
| Person with 2 bubbles above their head one with a report with a tick one with a report with 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 with 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 courtroom | If there is a court order. |
| Care quality commission | If the Care Quality Commission need it for an inspection. |
| 2 police officers | If the Police need to investigate a crime. |

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| **Where do we get information about you?** | |
| Person pointing | From you |
| 3 clinicians | 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 |
| Computer next to 2 people with i on their chests | 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 a bubble above their head with i on | Keep your records up to date, complete, and accurate, about the care we give you. |
| Computer with password on screen | 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 a thought bubble above their head with information in | Give you information in a way you can understand. |

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| **What are your rights?** | |
| Person asking a question | You can ask to see the information we have about you |
| 2 houses one with a cross on one with a tick | You can ask us to change any information that is wrong |
| 2 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 | You can ask us to give the records we have about you to another organisation. |
| Telephones and computer mouse | 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) |
| Person frowning  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) |