**FRONT STREET SURGERY**

**PRIVACY NOTICE – for Children**

This leaflet explains why Front Street Surgery collects information about you, how we keep it safe and private, and how we may use that information.

**Why do we collect information about you?**

Doctors and Nurses have to keep a record about your health and any treatment that we give you.

This is called your “GP record” and helps us to look after you.

Your GP record is only used to help doctors and nurses keep you well, and make you better when you are not so well.

**What information do we keep?**

We keep a record of every time that you see someone at the surgery, as well as times that you have been seen somewhere else such as in the Accident and Emergency department of a hospital.

We keep a record of:

* your name, address and information about those looking after you (like mum & dad)
* your home phone and mobile numbers and your email address if you want us to
* details of the times that you saw a doctor or nurse here at the surgery and at other places
* any tests that you have had (like blood tests and x-rays)

**How we keep your information safe and private**

Your GP record is kept on a very secure computer system. Only doctors, nurses and practice staff that we allow to look at your records can view your information.

If you have a mobile phone or an email address, then we will only use that to contact you when it is about medical stuff – like reminding you about an appointment that you might have to see your doctor or nurse at the surgery.

If you don’t want us to text you anything at all, just tell us and we will make sure that we don’t text you.

Unless you want us to, we won’t use your email address to tell you about other things happening at the surgery, like new doctors and nurses starting work at the surgery.

All of your medical record is very private and we won’t tell anyone else about it unless they are also looking after you, or trying to get you better, and then only if they **really** need to know about it.

At the surgery, the doctors, nurses and practice staff can look at your GP record if they need to, and if they do, they are not allowed to tell anyone else about it.

**When might we have to share information about you?**

If the doctors and nurses at the surgery don’t know what is wrong with you, we will ask someone at the hospital to see you and we will give that doctor or nurse information about you and what is making you feel unwell.

Sometimes we **have** to tell other people about stuff in your GP record.

Sometimes “it’s the law” and so if a judge tells us to, we will have to give them information about you.

If the police tell us to, then sometimes we have to tell them as well.

If you are ill and that illness could be spread to all your friends and classmates, then we might need to let the right people know, so that they can try to make sure that no-one else catches that illness as well.

Sometimes we have to tell other people if we are worried that you or someone else in your family could be in danger.

If the Health Visitor or School Nurse

Whenever we can, we would always tell you if we were going to tell someone else about you and your GP record.

Some other medical places, like the Accident and Emergency department at the local hospital, or other doctors and nurses, that you might see when the surgery is closed, can take a look at your GP record – **but only if they ask you, your mum or dad or guardian first**. If a health visitor or school nurse needs to look at your record, they also have to ask you, your mum or dad or guardian first. The information in your GP record could be very helpful to them when they are trying to make you better.

You don’t have to say yes if they ask you and you can ask the surgery not to allow anyone else to be able to look at your GP record if you want.

**Other computers**

The doctors and nurses at the surgery can also look at some of your hospital records, for example if you went to Accident and Emergency with a broken arm, we can see what the x-ray showed. That information can be very useful to us when we see you at the surgery ourselves.

**Any questions?**

If you have any questions please do ask someone at the surgery.