



KING CROSS SURGERY

CHILDREN'S PRIVACY NOTICE

The Data Protection Act 2018 and General Data Protection Regulation 2018 require organisations to publish information for children aged under 13 about how their personal data is used, in a format they can understand. This “privacy notice” has been prepared with due regard for The Information Commissioner’s Office at: <https://ico.org.uk>

King Cross Practice is a ‘**Data Controller**’ under the terms of the Data Protection Act 2018 and the General Data Protection Regulation 2018. We are responsible for ensuring that your personal data is handled in ways that are safe, transparent and what you would reasonably expect.

The Data Protection Officer at King Cross Practice is Paul Couldrey.

Purpose and Legal Basis. We hold and process information about you so we can provide direct care for you – including but not limited to - seeing the doctor or nurse, arranging appointments at the hospital if you need to see a another doctor or nurse there, and for providing prescriptions for your medicines.

Doctors and nurses, and the administrative teams which work with them are required to maintain records about your health including any treatment or care you have received. Using these records helps us to provide the best possible care for you.

Your health information may be processed on our computer system or on paper, or a mixture of both. We work hard and use technology to make sure that your information is kept confidential and secure.

Records used and stored by this GP practice may include the following information:

- Any contact we have with you and/or your parents/carers, such as appointments, hospital visits, telephone calls etc.
- Notes and reports about your health, your treatment, your care and results of any tests eg X rays.
- Details about you, including your date of birth, NHS number, address and parents/carers etc.
- Other information from health professionals, agencies, relatives or those who care for you

We only use your personal information for the purpose of providing care for you but may be required to tell others about it if it is required by law or there is a public benefit.

The law also enables people who are planning healthcare and looking at certain diseases to take information from the health records of patients at King Cross Practice – but this is undertaken without patient names or addresses so you cannot be identified.

The right to “opt out”. Should you or your parents/carers have any concerns about how your information is managed, wish to restrict the information we share with other people who are involved in your care (your doctor will tell you if this will limit the treatment you can receive) or wish to opt out of any data collection from King Cross Practice, please contact the Service Advisors to discuss how the surgery will restrict access to your personal information. All our patients have the right to change their minds and reverse a previous decision. Please contact the Service Advisors if you change your mind regarding any previous decision.

Complaints or Questions

King Cross Practice tries to meet the highest standards when collecting and using personal information. If you think we have made a mistake or used your information wrongly please do tell us. We are happy to talk further with you about how we use your information.

Please contact Paul Couldrey on 0155 838 6770

You have the right to lodge a complaint to the Information Commissioners Office (ICO). Full information about this is available at <https://ico.org.uk/concerns>

Any changes to this notice will be published on our website and on the notice board in the waiting room.

Approved: August 2018