**Privacy notice for children and young people- how we keep information for children and young people private**

**Legal Stuff**

The NHS (Hospitals) is given permission by law that we can use information about you, as the information we have about you is needed for doctors and nurses who look after you and so other staff have access to information to help in your care. If you are under 16, consent (permission) is required from your parent or guardian for treatment, there is no need to obtain further consent for processing (using) that information. For further information on the law please visit: <https://ico.org.uk/about-the-ico/ico-and-stakeholder-consultations/children-and-the-gdpr-guidance/>

**Keeping information about you private**

Everyone working in our hospital understands they need to keep your information safe. This is called keeping your information confidential or protecting your privacy. Staff have training every year to remind them of this. We tell them that they are only allowed to look at your information if they are involved in your care or to help us run our hospital. They understand that they must keep any information safe.

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

In order for us to look after you properly there is lots of different types of information we might need to know about you, such as:

* Name
* Address
* Date of Birth
* Next of Kin – this will usually be parents or guardians
* Your GP

As part of your care, the hospital may hold some ‘sensitive’ personal information which could include:

* Medical conditions - what’s wrong with you, what medicines we give you etc…
* Results of investigations, such as x-rays and laboratory tests
* Personal information from people who care for and know you, such as relatives and health and social care professionals.
* Photographs taken in hospital
* We may record information about the illnesses of other family members if it might impact on your health, information from GPs, or other hospitals where treatment has been received.

A lot of this information is kept on computers/ systems and some in paper records.

**Why do we collect it?**

Our main reason is to deliver your healthcare (look after you). We collect information we need to care for you in the best way. We ask for your address, so we know where we can contact you. We ask for your date of birth, as your age may be important to your care. Each time you come to see us or stay with us, we write down things that you tell us, things we tell you and any medicines or exercises we give you. That way, we can look back at what we have done for you to make sure we are treating you in the best way.

**Who do we share information with?**

* Staff working in the hospital who are helping look after you can use the information we have about you, to help make decisions on and plan your care.
* We will share information about you with your Family Doctor/ GP. That way, they are kept up to date on what we are doing for you.
* Your parents/ guardians will usually get a copy of any letters we send to your doctor about your care.
* We might share it with your school if we think it is important for them to know.
* If you have a social worker, we will share it with them too.
* If you tell us something that makes us worried about your safety or safety of someone else you we might have to share this with people outside of the hospital - even if you don’t want us to. This is part of our job to keep you and others safe.
* We have to share information around the NHS to make sure care is properly funded (paid for) and carried out. The information may not identify individual people and is usually to help plan future needs of the NHS to check we are working properly, or that a type of treatment works well.
* Some of the services we provide are done in partnership (working with) businesses who are not part of the Hospital and information may be seen by their staff. Where this happens the staff in the business, must work to the same rules as Hospital staff, do training and we have documents in place to make sure this happens.

**Can I have a copy of my records?**

Patients or their guardian(s), e.g. parents, can ask for copies of health records. You can do this by completing a form on the Trust website or writing to our Access to Records Department at (AccessToInformation@ULH.nhs.uk ).

**If I think some of my information is wrong, can I do anything about it?**

Yes! You, your parent or guardian can contact the Information Governance Department and tell us what is wrong (Info.Gov@ULH.nhs.uk) telling them what it is that you think is wrong. This team’s job is to help make sure the Hospital is looking after all our information properly and keeping it safe and confidential.

**How long we keep your information**

Each type of record/ information is held for a certain amount of time before it is seen as no longer being needed and can be confidentially destroyed.

**What if I have a question?**

If you have any questions, please ask a nurse or doctor who will be able to help.

The hospital also has a member of staff you can speak to called the Data Protection Officer whose job it is to help ensure information about you is kept private.

Our Data Protection Officer can be contacted at: Info.Gov@ULH.nhs.uk