



## **Are you aged 13-16 yrs?**

### **If so this Privacy Notice is for you**

#### **What is a privacy notice?**

A privacy notice helps your doctor's surgery tell you how it uses information it has about you, like your name, address, date of birth and all of the notes the doctor or nurse makes about you in your healthcare record.

#### **Why do we need one?**

Your doctor's surgery needs a privacy notice to make sure it meets the legal requirements which are written in a new document called the General Data Protection Regulation (or GDPR for short).

#### **What is the GDPR?**

What a great question! The GDPR is a new document that helps your doctor's surgery keep the information about you secure. It is new and will be introduced on the 25<sup>th</sup> May 2018, making sure that your doctor, nurse and any other staff at the practice follow the rules and keep your information safe.

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

Don't worry; we only collect the information we need to help us keep you healthy – such as your name, address, information about your parents or guardians, records of appointments, visits, telephone calls, your health record, treatment and medicines, test results, X-rays and any other information to enable us to care for you.

#### **How do we use your information?**

Another great question! Your information is taken to help us provide your care. But we might need to share this information with other medical teams, such as hospitals, if you need to be seen by a special doctor or sent for an X-ray. Your doctor's surgery may be asked to help with exciting medical research; but don't worry, we will always ask you, or your parents or adults with parental responsibility, if it's okay to share your information.

#### **How do we keep your information private?**

Well, your doctor's surgery knows that it is very important to protect the information we have about you. We make sure we follow the rules that are written in the GDPR and other important rule books.

#### **What if I've got a long-term medical problem?**

If you have a long-term medical problem then we know it is important to make sure your information is shared with other healthcare workers to help them help you, making sure you get the care you need when you need it!

#### **Don't want to share?**

All of our patients, no matter what their age, can say that they don't want to share their information. If you're under 16 this is something which your parents or adults with parental responsibility will



have to decide. They can get more information from a member of staff at the surgery, who can also explain what this means to you.

### **How do I access my records?**

Remember we told you about the GDPR? Well, if you want to see what is written about you, you have a right to access the information we hold about you, but you will need to complete a Subject Access Request (SAR). Your parents or adults with parental responsibility will do this on your behalf if you're under 16. But if you are over 12, you may be classed as being competent and you may be able to do this yourself.

### **What do I do if I have a question?**

If you have any questions, your parents or adults with parental responsibility are the best people to ask, however you are also able to contact the Practice Manager:

West Quay Medical Centre  
Hood Road  
Barry  
CF62 5QN

T: 01446 722792  
E: [practice.manager.w97001@wales.nhs.uk](mailto:practice.manager.w97001@wales.nhs.uk)

Or use the feedback form on this website ([www.Westquaymedicalcentre.co.uk](http://www.Westquaymedicalcentre.co.uk)).

You have the right to raise issues with the Information Commissioners Office about the control and processing of your personal data. The ICO for Wales contact details are:

Information Commissioner's Office – Wales  
2<sup>nd</sup> Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

T: 029 2067 8400  
E: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
W: [www.ico.gov.uk](http://www.ico.gov.uk)

### **Review**

This privacy notice will be reviewed annually