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| \a man reading a booklet | **children privacy policy**  **Spinney Brook Medical Centre** | |
| two people wearing information icons on their shirts a computer showing an information icon | | We help people with their health and social care.  We decide how your personal data is used to help you. |
| C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A8F27F.tmp | | 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  **Z676802X** |

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| **What is personal data?** | |
| two people wearing shirts showing an information icon | Personal Information is information about you or other people |
| two people wearing name badges  a house envelope and telephone  a birthday cake and calendar  cartoon heads of people from different races  a person on the telephone | Your name  Your address  Your telephone number  Your date of birth  Your ethnicity  Contact details for your family  and carers |
| a man and womantwo mentwo women  people wearing different work uniforms  a christian jewish adn islamic symbol  two computers showing the transfer of information  two people wearing name badges  a passport  a person surrounded by hands | 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?** | |
| two people wearing information icon shirts with a filing cabinet | We need to keep information about your health, treatment and care. |
| a group of healthcare professionals | This is so we can give you good treatment and care. |

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| **What do we use your personal information for?** | |
| two people wearing name badges | We won’t tell people your name unless we really have to. |
| two people speaking | We give your information to other people who are treating you. |
| a person thinking about a meeting | To remind you about your appointments |
| a person with an nhs badge | To review our service to make it better |

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| two people talking | 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 |
| a person stood at a white board | To train healthcare staff |
| a person speaking | If there is a complaint |
| a judge behind a desk | If the law says we need to report something that has happened. |

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| **Who do we share information with and why?** | |
| two people say at a table | We use it to make sure all the people involved in your care know what treatment you are getting. |
| two people talking | 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. |
| two people talking | We might need to give your information to other organisations. |
| three people stood with medical records | 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. |
| two people sat at a table thinking about money their home mobility issues and care | We might share personal information with organisations like Social Services or private care homes to help them give you support. |
| a person thinking about reports | 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. |
| a judge behind a desk | Sometimes, we might need to share your information because it is the law. We will tell you when we do this. |
| a person using a magnifying glass | To find out if fraud is happening. |
| a judge behind a desk | If there is a court order. |
| Care Quality Commission | If the Care Quality Commission need it for an inspection. |
| two police officers | If the Police need to investigate a crime. |

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| **Where do we get information about you?** | |
| a man | From you |
| three healthcare professionals behind a desk | From your previous doctor (if you have one) |
| an nhs hospital | From hospital |
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| **How do we keep information about you?** | |
| a report ina  folder  a 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 |
| two people wearing information icon shirts and a computer showing an information icon | 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. |
| a person holding a report | We keep information about you for as long as we need to do make your health better |
| a 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:** | |
| a man thinking about information | Keep your records up to date, complete, and accurate, about the care we give you. |
| a computer showing a secure password | 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. |
| a person thinking about different ways to access information | Give you information in a way you can understand. |

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| **What are your rights?** | |
| a peson asking a question | You can ask to see the information we have about you |
| a house showing an envelope being delivered | You can ask us to change any information that is wrong |
| two people with an information icon crossed out | You can tell us not to share your personal information (unless we need to because of the law) |
| a group of people around a table | You can ask us to give the records we have about you to another organisation. |
| different telephones and an envelope and 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) |
| a person talking  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) |