

SHAP MEDICAL PRACTICE

Privacy Notice for Children v2

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27/12/2023	Wendy Hancock	Wendy Hancock	
15/05/2025	Wendy Hancock	Wendy Hancock	Added GDPR information

Introduction

This leaflet explains why Shap Medical Practice collects information about you, how we keep it safe and private, and how we may use that information. We've tried to write this in a way that's easy to understand, so if anything isn't clear, just ask us!

Why do we collect information about you?

Doctors and nurses need to keep a record about your health and any treatment that we give you. This is called your GP record. It helps us take care of you properly, whether you're feeling unwell or just having a check-up.

We only use your record to help you stay well, and to help make you better if you're ill.

What do we record?

Every time you see a doctor or nurse—either at the surgery or somewhere else like hospital—we make a note of it. Here are some things that might be in your GP record:

- Your name, address, and details about who looks after you (like your mum or dad)
- Your phone number, email address (if you have one), and other ways we can contact you
- Notes from your visits with a doctor or nurse
- Results from tests like x-rays or blood tests

How do we keep your information safe?

All your information is kept on a very secure computer system. Only the people who need to see your record—like doctors, nurses and some reception staff—are allowed to look at it. Nobody else can see it.

The system is protected to make sure no one else can break into it. We take this really seriously.

Using phones and emails

If you're old enough to have a mobile phone or email address, we might use those to contact you about medical things. For example, we could remind you about an appointment with your doctor. We'll never send you messages about things like events at the surgery or cake sales unless you want us to. And if you don't want us to message you at all, just tell us and we'll stop.

Who do we share your information with?

We don't share your record with just anyone. But sometimes, other people need to know things to help you get better.

- If you're going to hospital, we might send them information to help the doctors or nurses there understand what's going on.
- If you go to A&E or see a doctor when the surgery is closed, they might ask to see your GP record. They'll only do this if you or your parent/carer says it's okay.
- If we think you—or someone else—is in danger, we may need to tell someone to help keep you safe. We'll try to talk to you first whenever we can.
- If the law says we have to (for example, if a judge or the police ask us), then we must share the information.
- If you have an illness that could spread to others (like your classmates), we may need to let people know so they can stop it from spreading.

Your Rights and the Law (GDPR and Data Protection)

There are special rules called the UK GDPR and the Data Protection Act 2018. These laws help protect your information and make sure we use it properly.

If you're about 13 years old or older, you may be able to make decisions about your information yourself. Before that, your parent or carer usually helps make those choices. We'll always do what's best for your care.

Apps and Online Access to Your GP Record

You or your parent/carer might use an app (like the NHS App) to check your GP record, look at test results or book appointments. These are safe and protected.

If you're about 13 or older and you understand what your medical record means, you might be able to look at your own record online. Just ask us and we'll explain how it works.

Other Computers

We can also see some information from hospitals, like what happened when you broke your arm and had an x-ray. This helps us take better care of you when we see you here at the surgery.

Who to talk to if you have questions

If you have any questions or worries about your information, just ask someone at the surgery. You can talk to:

- Your doctor or nurse
- The reception team
- The Practice Manager
- Or our Data Protection Officer – they're in charge of keeping your information safe

You can also call us on 01931 716230 or email us at nencicb-cu.smp@nhs.net.