**LADYWELL MEDICAL CENTRE EAST**

**PRIVACY NOTICE FOR YOUNG PEOPLE**

This is a Privacy Notice for Patients under the age of 16 registered with Ladywell Medical Centre East.

We need the privacy notice to make sure we meet the legal requirements which are written in a new document called the General Data Protection Regulations (GDPR). These started on 25 May 2018.

The practice will jointly work with NHS Lothian to look after your information.

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

The privacy notice tells you how we use the information we have about you and we only collect the information we need to help us keep you healthy. The information we have includes your name, address, date of birth, details of the people who look after you and all your appointments and the notes the doctor or nurse makes about you in your healthcare record.

**What age do I have to be?**

The rules state that the age of consent is 12. The parents of or the people who look after you if you are under 12 will always be involved in any decisions about your health and will have access to your records. If you are aged between 12 and 16 you will be asked to sign a consent form if you are willing for your parents or the people who look after you to have access to appointment information, test results etc. This does not stop the doctor from disclosing information if he/she needs to do so for the best medical interests of a child aged between 12 and 16.

**How we use your information**

Your information is collected 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 also be asked to help with existing medical research. If you do not wish this to happen you can let us know.

**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 your information?**

All of our patients, no matter what age they are, can say they don’t want to share their information. If you are under 12 this is something which your parents or the people who look after you will have to decide. They can get more information from a member of staff at the Practice, who can also explain what this means to you.

**How we protect your personal information**

We look after your information very carefully and have to follow lots of rules to do this.

Everyone working for Ladywell Medical Centre East who has access to your information must use it in a safe and confidential way.

We will not normally tell anyone any information about you unless we are sure they are the correct person and are allowed to ask for information. Depending on your age, we may not need to ask for your permission to do this.

Your personal/medical information is stored in paper form (prior to November 2005) and in electronic form on the practice computer system which is protected by NHS Lothian.

**How can I see my records?**

If you want to see what is written about you, you have a right to access the information we hold about you. It would be helpful for us if you could complete a Subject Access Request (SAR) form with all the details. Your parents or the people who look after you will do this on your behalf if you are under 12. Between the ages of 12 and 16, if it is felt that you are capable of doing this yourself then you can.

**What do you do if you have any questions?**

If you have any questions, ask a member of staff at the Practice or your parents or the people who look after you. You can:

1. Phone the Practice Manager on 0131 334 5000.
2. Write to the Practice Manager at Ladywell Medical Centre East, 26 Featherhall Avenue, Edinburgh, EH12 7UN

**What to do if you are not happy about how we look after your information**

We really want to make sure you are happy, but we understand things can go wrong. If you or your parents or the people who look after you are not happy with any part of our information processing methods, you can complain.

Ladywell Medical Centre East employ a Data Protection Officer to check that we handle personal information in a way that meets data protection law. If you are unhappy with the way in which we use your personal information, please tell our Data Protection Officer using the contact details below:

Data Protection Officer; Information Governance; Woodlands House; 74 Canaan Lane; Edinburgh; EH9 2TB

Phone: 0131 465 5444

Email: loth.DPO@nhs.scot *Please note emails from your private email address may not be secure*

You also have a right to complain about how we use your personal information to the Information Commissioner’s Office (ICO). Details about this are on their website at [www.ico.org.uk](http://www.ico.org.uk) and select “make a complaint”

Our ICO registration number is Z4967539

We always make sure the information we give you is up to date. Any updates will be available on our website and in our leaflets and on our posters.

Reviewed: August 2024

Next review: August 2025