

# Parent / Carer Privacy Notice



## Who are we?

We are the HCP 0-19 Service, which includes Health Visiting, School Nurse and Teenage Pregnancy services. We are your healthcare provider and are responsible for your data.

## What is personal data and how do you store my personal data?

Personal data is information about you, your children and your family. For example your name, where you live, your date of birth. It includes other information we collect to help us to help you to achieve the best possible health outcomes for your family. For example, medical history, how well your children are doing in school and your families wellbeing.

We store your families data either electronically or on paper notes and together this information is called a health record. Everyone in your family has their own record and a unique reference number that tells us the information is about them. Some information maybe duplicated across families records to ensure adequate care is provided to the whole family.



## Why are you collecting my personal data and who do you share it with?

We must collect some data to be sure we can support your families health needs and make sure we have the correct information to help us run our service properly. Information may be shared with your family doctor to keep them up to date about what we are doing for you and your family.

If you tell us something that makes us worried about yours, your children or families safety or someone else you know, we may have to share this with other people outside of the service, even if you don't want us to. This is part of our job to keep you and others safe.

**If you are unhappy with the way we have used any of your families information.** The Caldicott Guardian and Data Protection Officer are responsible for ensuring that any information we collect about you is processed in a confidential, legal and appropriate manner.

If you have any concerns you can tell us by emailing:

[wht.caldicott.guardian@nhs.net](mailto:wht.caldicott.guardian@nhs.net) or [wht.dpo@nhs.net](mailto:wht.dpo@nhs.net)



## How do you keep my information safe?

Everyone working in our service understands that they need to keep your families information safe. We tell them that they are only allowed to look at your families information if they are involved in your families care or they need it to help us run our service. We are not allowed to give any of this information to anyone who shouldn't see it. There are rules about how long we retain data and your health information is kept until your child's 26th birthday. After this we will destroy it securely unless we feel it needs to be kept for their ongoing care or for their safety.

## Am I able to see the information you collect about me?

You will need to ask a member of staff first as there may be things, we would need to explain to you such as abbreviations or medical words. If you would like a copy of the records and your child is under 13, you will need to write or email us at [wht.healthrecordsaccess@nhs.net](mailto:wht.healthrecordsaccess@nhs.net). If your child is over 13, they can email the team themselves.

If you think some of your information is wrong, you or your child (over 13 years) will need to contact our medical records team to tell them so we can correct it. You or your child can email the team using [wht.healthrecordsaccess@nhs.net](mailto:wht.healthrecordsaccess@nhs.net)

