

Privacy Notice

For Children and Young Adults

How we use your personal information

This notice explains why Cambridgeshire and Peterborough CCG (the 'CCG') collects information about you and how that information may be used.

Healthcare professionals (doctors, nurses) who provide you with care will keep information about your health and any treatment or care you have received (for example, at your GP Surgery, in hospital or community service). These records help to give you the best possible healthcare.

From the age of 13 years, the ICO (Information Commissioner's Office) thinks you are old enough to make your own decisions about your healthcare and the processing of the information that we hold about you at the CCG. This information about you is known as your 'Health Record'.

This is inline with what is called the '**Gillick Competence**' which is a medical law that decides whether a child under 16 years is able to say if they want medical treatment without the need for a parent/carer/legal guardian to say they are allowed to.

The information that we hold about you may be electronic (information kept on our computers), on paper (letters that we may have or that we receive) or a mixture of both. We take every care to make sure that your information is kept confidential and secure. Health Records that the CCG holds about you may include the following:

- Personal details about you, such as your name, address, date of birth, emergency contact details and any numbers that identify you, for example - your NHS number.
- Any contact the CCG has had with you, such as letters we have written to you or about you.
- Notes and reports about your health.
- Details about any treatment you have had or are having.
- Important information from other health professionals, relatives or those who care for you.
- Important information from your school that may be to do with your health or wellbeing.
- Information from Child Health about any health tests or treatments you have had, or you may need.

How long do we keep your health records?

We look after and keep your Health Records in line with the NHS Code of Practice for Records Management. This means we will not keep your information for longer than necessary, when we no longer need them or they have reached the length of time we need to keep them by law, we will destroy them confidentially.

How we keep your health records confidential

We have to keep information about you and your records private so we will only use or share your information in line with these guidelines and laws:

- General Data Protection Regulation 2018
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security
- Information: To Share or Not to Share Review

Every member of staff who works for the CCG and other NHS organisations must, by law, keep information about you confidential (this means they cannot share it with other people without your permission unless it is for your care). All CCG members of staff sign a 'Confidentiality Agreement' saying that they will do this.

We will only ever use or pass on information about you to others involved in your care if this is important for your needs. We will not give your information to anyone else without your permission unless there are exceptional circumstances (for example, in life or death situations), where the law requires information to be passed on, for example Child Protection and Serious Criminal Activity.

Your information we share with or receive from other organisations

It is our job to make sure that you have the best care possible and so your health records are used to make sure that this happens. We may sometimes need to share your information with other people in the NHS to help us to make things in the NHS better. This information will not include your personal details (your name, address and date of birth) so you cannot be identified. In cases where we do need to give your personal details, we will always ask you if this is okay. Sometimes your information may be requested to be used for research purposes – the CCG will always ask you before giving any information for this purpose.

We will always tell you who we are sharing your information with and may ask for your permission to do this (ask if it is okay with you). If you agree with us sharing your information, you may be asked to sign a form called a 'Consent Form'.

Access to your information

Under the new General Data Protection Regulation (GDPR) you have the right to ask to see your medical records whenever you like, and this is free. Also, if you think that any of the information you see is not correct, you can ask for this information to be corrected or taken out. This can only be done if we are 100% sure that the information is NOT correct. To be able to look at your records, this is what you will need to do:

- Write (letter/email) or telephone the CCG (our details are at the end of this document under 'Getting in touch with us') to ask to look at or have a copy of your health records. You will need to include your full name, date of birth, NHS number (if you know it) and your address. This is so that we can make sure that we are giving this information to the right person.
- We will use the **Gillick Competence** rules (that we talked about above) to make sure that you are able to give your consent;
- You will not have to pay to look at your health records (unless you ask a lot of times then we may have to charge a small amount to cover our costs of providing the information);
- If the CCG agrees that it is okay for you to look at or have a copy of your health records, we will give you the information within one month.

If Your Details Change

It is important that you tell us or any other person involved in your care if any of your details such as your name, address or telephone number have changed.

You should also know that from 13 years old you are able to use your own mobile telephone number instead of your parent/guardian's telephone numbers for when we need to contact you.

Data Protection Registration

Under the Data Protection Act 2018, the CCG has to register with the Information Commissioner's Office to let them know why we process and use personal and sensitive information. The Information Commissioner makes sure that organisations look after the information that they hold correctly.

The CCG is registered with the Information Commissioners Office (ICO), our registration number is Z358830X. This information is available for everyone to see on the Information Commissioners Office website www.ico.org.uk

Getting in touch with us

If you need to know anything else about the information we have about you, how we use or keep your information, or would like to talk to us about having a copy of your information you can ask to speak to the CCG's Data Protection Officer, who will be happy to explain. Our Data Protection Officer has overall responsibility for Data Protection within the CCG.

Data Protection Officer

Cambridgeshire and Peterborough CCG
Lockton House
Clarendon Road
Cambridge CB2 8FH

Email: CAPCCG.DataProtectionOfficer@nhs.net
or Telephone: 01223 725400