

Protecting Childrens' Health Records



Information about you

So that the best care can be provided for you, personal details including health information is collected from your doctor, family or others involved in looking after you. This is with your agreement (consent) by telephone or in person.

Information can also be collected by pictures and videos with you/your parents' knowledge and agreement.

Information needed includes:

- **Your name**, so that we know who you are.
- **Your address**, so we know where to send letters and how to contact you.
- **Your birthday** and year you were born, so we do not mix you up with anyone else.
- **Your NHS number** so that we can match your details to your hospital number. This is different for everyone.
- **Your Doctor's name** so we can get in touch if we need to tell him about your care, why you came to see us and what we did.
- The name of the person who will bring you to your appointment so that you are safe.

Sharing your information

All information is kept private and is only shared with the doctor or nurse treating you. Sometimes this may need to be -also shared with others who are involved in your care and include:

- Your **family doctor**.
- Your **school**.
- Your **social worker**, if you have one.
- **NHS111** (only if you call asking for an appointment to attend A&E).
- **Expert advisers**, such as external healthcare suppliers and providers but without having to share your name and may be able to help if you are worried about your safety or someone else's.

Your Health Record

Your health record is completely confidential and includes all the information we have about you. **Please tell us if you think any details are wrong.**

- No one looks at your health information unless they are involved in looking after your care.
- You can, if you ask a doctor or nurse, look at your health record. The information, including any difficult medical words will be explained to you in a way that you can understand.
- E-mail [Ministries Office \(nos-tr.ministries@nhs.net\)](mailto:nos-tr.ministries@nhs.net) for a copy of your health record.

If you are not happy with how your information is being used, you can:

- Contact the Patient Advice and Liaison Service (PALS)
Patientadvice.uhnm@nhs.net
- Contact the Complaints Team
complaints.department@uhnm.nhs.uk
- Contact the Data Protection Officer who makes sure that the hospital looks after your information in the right way dspuhnm@uhnm.nhs.uk
- The Information Commissioner's Office. Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF tel: 0303 123 1113. Only contact them if you are still not happy after getting in touch with the Data Protection Officer.

