

NHS Orkney

Information Governance – Data Protection

Privacy notice for children getting help or care

Who are NHS Orkney?

NHS Orkney are in charge of making sure that everyone who lives in our area has somebody to help them when they are sick. We do this by making sure there are hospitals, with doctors and nurses to look after you.

What is a privacy notice?

A privacy notice tells you about what information we might hold about you, why we hold your information and how we hold your information.

A privacy notice also tells you who to contact if you want to speak to us about the information, we hold about you.

Why do we need to know things about you?

So that we can help you when you're not feeling well, we will ask you questions when you come to see us, or we might talk to some of the adults you know, like your parents, your carer or your school.

Sometimes we might need to give you medicine or take special pictures of your bones (it's ok, it doesn't hurt) and we keep this information in a book or on our computers.

The information we have about you is called your Health Record.

In your Health Record we keep the following information about you:

- Your name, where you live and how old you are;
- Who you live with and who looks after you;
- What care and medicine we have given you;
- Any medical photos we take of you;

- Results and scans of your body like X-Rays.

We keep your information safe

The things you tell us are private, like a secret, and most of the time we are not allowed to tell anyone else unless you (or your parent / carer) say it's ok first. If we do talk to anyone about you without your permission, it will only be when it's really important; to look after you, make you better, or keep you safe.

We might tell:

- Other people who look after you, such as a doctor or nurse in a different hospital or at your doctor's surgery.
- Other people whose job it is to keep you safe (such as a social worker, a teacher or a police officer).

The rules for looking after your records

As we have private information about you, there are lots of rules that we need to follow:

- rules about how long we are allowed to keep your information,
- rules about how to stop anyone from taking it without permission
- rules about making sure that your record has information about you that is true.
- rules about allowing you to see the information we have about you.

To see the information we hold about you, you might need help from a parent/carer depending on how old you are. You can ask anyone involved in looking after your health about this (a doctor or nurse for example) or you can ask NHS Orkney for help by contacting:

Phone: 01856 888 220

Email: ork.dp@nhs.scot

Do you have any questions that you want to ask us?

If you want to ask us any questions about your records, then we have a person who can help you called a Data Protection Officer. Their job is to make sure that everybody follows the rules and keeps your information private. If you think that somebody has broken the rules, or if you have any other questions about the information, we hold about you, then you can contact them as follows:

Iain Gray, Data Protection Officer

Phone: 01856 888 220

Email: ork.dp@nhs.scot

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