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| A man holding a his thumb up | Our health partnership logo  **children privacy policy**  Much Wenlock & Cressage Medical Practice | |
| 2 people pointing to an i on their chest | | We help people with their health and social care.  We decide how your personal data is used to help you. |
| C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A8F27F.tmp | | We are registered with the Information Commissioner’s Office (ICO).  This means we can use information about the people we work with under the UK Data Protection Act 2018.  Our registration number is  Z870177X |

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| **What is personal data?** | |
| 2 people pointing to an i on their chest | Personal Information is information about you or other people |
| 2 people pointing to name badges on their chest  A house, letter and phone  A calendar and birthday cake  the heads of 7 people  A person on one side of a line, the other side illustrations of 6 adults and two children | Your name  Your address  Your telephone number  Your date of birth  Your ethnicity  Contact details for your family  and carers |
| 3 couples, one male and female, one male and male and one female and femalemale and male couplefemale and female couple  A group of people with different work uniforms on  Symbols of different religions  2 computers with envelopes passing between them  2 people pointing to name badges  A plane and a passport  A person with a circle of hands around them | If you are married  Your job  Your religion  Your email address    Where you were born  If you are using the NHS as an overseas visitor  What name you want to be called  Information about your health  If you have a protection order that affects your health, wellbeing and human rights (safeguarding status) |

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| **Why do we collect personal information about you?** | |
| 2 people pointing to an i on their chest and a filing cabinet with a key | We need to keep information about your health, treatment and care. |
| A medical team of 4 between two hands | This is so we can give you good treatment and care. |

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| **What do we use your personal information for?** | |
| 2 people pointing to name badges on their chest | We won’t tell people your name unless we really have to. |
| Two people talking, one has a speech bubble with a ? in | We give your information to other people who are treating you. |
| A person looking at a clock | To remind you about your appointments |
| A person with their thumb up | To review our service to make it better |

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| Two people talking, one has a speech bubble with a ? in | To share your information with the people who are paying for your care. These people are called commissioners. |
| Piece of paper with report on | To send reports to organisations such  as the Department of Health |
| A teacher in front of a class pointing at a whiteboard | To train healthcare staff |
| A frowning face with a pair of lips and speech bubble | If there is a complaint |
| A judge stood at a desk | If the law says we need to report something that has happened. |

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| **Who do we share information with and why?** | |
| Two people at a table talking | We use it to make sure all the people involved in your care know what treatment you are getting. |
| Two people talking one with a ? the other with an i with a cross through it | We need to tell you how personal information will be used. We need to have a legal reason for using your information without asking you first. |
| Two people talking, one has a speech bubble with a ? in | We might need to give your information to other organisations. |
| 4 people.  3 have pieces of paper going to them | We might share personal information with other NHS Organisations to help them give you healthcare.  This would be NHS England, Public Health England and other NHS Trusts, General Practitioners (GPs), Ambulance Services, Primary Care Agencies. This may also include those other organisations that help the NHS to look after your health. |
| 2 people sat at a table with speech bubbles overhead for a person, a house, mobility aids | We might share personal information with organisations like Social Services or private care homes to help them give you support. |
| A person with two piece of paper above their head one with a tick one with a cross | Sometimes special permission will be given to use information that uses your name without your consent. This may be for medical research or checking quality of care. This permission is given by the Secretary of State for Health on advice from the National Information Governance Board for Health and Social Care under strict conditions. |
| \\lpft-nas-s1\SHO-MilnerD\SYMBOLS\Images PNG\law.pngA judge stood at a desk | Sometimes, we might need to share your information because it is the law. We will tell you when we do this. |
| A person with a magnifying glass | To find out if fraud is happening. |
| A judge in a court | If there is a court order. |
| A person with Care Quality Commission logo on | If the Care Quality Commission need it for an inspection. |
| 2 police officers | If the Police need to investigate a crime. |

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| **Where do we get information about you?** | |
| A person pointing to whoever is reading the file | From you |
| 3 doctors stood at a desk | From your previous doctor (if you have one) |
| A hospital | From hospital |
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| **How do we keep information about you?** | |
| Folder with a piece of paper saying plan on inside  A computer | We keep your information on paper and in a file.  We also keep your information in an electronic patient record system, on the computer.  The NHS Records Management Code of Practice for Health and Social Care 2016 and National Archives Requirements tells us to do this |
| 2 people pointing at i's on their chest | The law tells us how to keep your information. These laws include the Data Protection Act 2018, the GDPR 2016, and the Common Law Duty of Confidentiality. |
| A person holding a report | We keep information about you for as long as we need to do make your health better |
| A computer | You can read more about this online using this link (NHS Record Management code of practice): <https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice-2021/> |

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| **We have to:** | |
| A person with an i over their head and a thumbs up | Keep your records up to date, complete, and accurate, about the care we give you. |
| A compluter with password on screen and a key | Keep records about you confidential and secure.  We will make sure we keep your information safe, using computer passwords for electronic information, and locks for paper information. |
| A person with speech bubbles overhead for large print, braille | Give you information in a way you can understand. |

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| **What are your rights?** | |
| A person with an i in a though bubble and ? in a speech bubble | You can ask to see the information we have about you |
| Two houses one with a cross through it | You can ask us to change any information that is wrong |
| Two people talking, there is an i with a cross through it | You can tell us not to share your personal information (unless we need to because of the law) |
| 4 people around a table with a piece of paper going to a 5th person | You can ask us to give the records we have about you to another organisation. |
| A letter, 2 mobile phones, a computer mouse | For more information you can contact the Practice Manager or Data Protection officer: Umar Sabat, [ourhealthpartnership@nhs.net](mailto:ourhealthpartnership@nhs.net) |
| A person frowning with a pair of lips and speech bubble  C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A8F27F.tmp | If you are not happy with how we use your personal information you can contact the  Information Commissioner’s Office.  https://ico.org.uk .  Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  Fax: 01625 524 510  Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) |