

How do you access your records?

If you want to see what is written about you, you have a right to access the information we hold about you. To do so, you will need to complete a Subject Access Request (SAR) and provide relevant personal ID so that we know we are giving access to the right person. Your parents or adults with parental responsibility can also request access. However, if you are age 13 or over, you may be classed as being competent and you will be asked to give consent first. Any child between the age of 13 and 16 will always be offered a consultation with one of our doctors to ensure that they understand the implications of accessing their own records or sharing their records with another person.

What do you do if you have a question?

If you have any questions, ask a member of the surgery team or your parents or adults with parental responsibility.

You can also contact the data controller. Taurus Healthcare Ltd is the data controller for the data we hold about you. You can write to them at the address given below.

The Data Protection Officer (DPO) for Taurus Healthcare Ltd is Paul Couldrey, PCIG Consulting Ltd. He is available via email: couldrey@me.com or Telephone: 07525 623939

What do you do if you're not happy with how your information is being managed?

We really want to make sure you're happy, but we understand that sometimes things can go wrong. If you or your parents or adults with parental responsibility are unhappy with any part of our data-processing methods, you can complain. For more information, visit ico.org.uk and select 'Raising a concern' or contact the ICO via:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or telephone: 0303 123 1113.

PRIVACY INFORMATION LEAFLET FOR CHILDREN AND TEENAGERS



What is a Privacy Notice?

A privacy notice helps Taurus Healthcare Ltd tell you how it uses information it has about you, like your name, address, date of birth and all of the notes the doctor or nurse makes about you in your healthcare record.

Why do we need one?

All organisations need a privacy notice to make sure they meet the legal requirements which are written in a document called the General Data Protection Regulation (or GDPR for short).

What is the GDPR

The GDPR helps Taurus Healthcare Ltd keep the information about you secure. It was introduced on the 25 May 2018, making sure that your doctor, nurse and any other staff at the organisation follow the rules and keep your information safe.

How do you get to know about our Privacy Notice?

At Taurus Healthcare Ltd, we have leaflets to give to children and adults and we also have lots of information about privacy on our website (www.taurushealthcare.co.uk) telling you how we use the information we have about you.

What information do we collect about you?

We only collect the information we need to help us keep you healthy – such as your name, address, information about your parents or guardians, records of appointments, visits, telephone calls, your health record, treatment and medicines, test results, X-rays and any other information to enable us to care for you.

How do we use your information?

Your information helps us provide your care. We might need to share this Information with other medical teams, such as hospitals, if you need to be seen by a special doctor or sent for an X-ray. We will always ask you, or your parents or adults with parental responsibility, if it's okay to share your information before doing so.

How do we keep your information private?

Taurus Healthcare Ltd knows that it is very important to protect the information we have about you. We make sure we follow the rules that are written in the GDPR and other important rule books.

What if you've got a long-term medical problem?

If you have a long-term medical problem then we know it is important to make sure your information is shared with other healthcare workers to help them help you, making sure you get the care you need when you need it.

What happens if you don't want to share your information?

All of our patients, no matter what their age, can say that they don't want to share their information. If you're over the age of 13 and deemed to be competent at understanding data sharing, you can make this decision yourself. This may be something for you to discuss with your parents or adults with parental responsibility. They may be able to help you to make the right decision.

If you choose to opt out, you can do so by using one of the following methods:

Online service (<https://www.nhs.uk/your-nhs-data-matters/>)

You will need your NHS number or your postcode as registered at their GP Practice

Telephone service

Call 0300 303 5678 (Open Monday to Friday between 9.00 in the morning until 5.00 in the afternoon.)

NHS App

For use by patients aged 13 and over (95% of surgeries are now connected to the NHS App). The app can be downloaded from the App Store or Google play.

"Print and post" registration form (https://assets.nhs.uk/prod/documents/Manage_your_choice_1.1.pdf).

Photocopies of proof of applicant's name (eg passport, driving licence etc) and address (eg utility bill, payslip etc) need to be sent with the application. It can take up to 14 days to process the form once it arrives at NHS, PO Box 884, Leeds, LS1 9TZ.

Getting a healthcare professional to assist patients in prison or other secure settings to register an opt-out choice.

For patients detained in such settings Guidance is available on NHS Digital and a Proxy form is available to assist in registration.

