

<b>Version</b>	<b>Author</b>	<b>Owner</b>	<b>Rationale</b>	<b>Date</b>	<b>Review date</b>
1.1	S Forrester-Wild	J Finch	<ul style="list-style-type: none"><li>• Creation of document</li></ul>	March 2025	March 2026
1.2	S Forrester-Wild	J Finch	<ul style="list-style-type: none"><li>• Additional of images</li></ul>	April 2025	April 2026
1.3	S Forrester-Wild	J Finch	<ul style="list-style-type: none"><li>• Rewrite to reflect information in adult patient privacy policy and comply with CQC SAF.</li></ul>	January 2026	January 2027

## Quick summary (the short version)

- We keep a health record about you so doctors and nurses can look after you safely.
- We only share your information when it helps your care, keeps you or someone else safe or when the law says we must.
- You can ask to see your record and ask us to fix anything that is wrong.
- If you have any questions, you can talk to us or our Data Protection Officer (details below).

This notice is written for children and young people. It is a shorter, simpler version of our full Patient Privacy Notice. You can ask for the full version at reception or find it on our website: <https://bridgesurgery-burton.nhs.uk/patient-privacy-notice/>

## Who we are

We are your Doctor's practice. We are the 'data controller' for your health record. That means we are responsible for keeping your information safe and using it properly.

Practice details:

Practice name: Bridge Surgery

Address: St Peter's Street, Stapenhill, Burton on Trent, Staffs, DE15 9AW

Email: [bridge.surgery@staffs.nhs.uk](mailto:bridge.surgery@staffs.nhs.uk)

Telephone: 01283 563451

## Data Protection Officer (DPO)

If you have questions about privacy or how your information is used, you (or your parent/guardian) can contact our DPO:

Email: [DPO.healthcare@nhs.net](mailto:DPO.healthcare@nhs.net)

Telephone: 07946 593082

## What is a privacy notice?

A privacy notice tells you what information we hold about you, why we use it, who we may share it with, and how we keep it safe.

## What information do we collect about you?

We may collect and store information such as:

- Your name, address, date of birth and NHS number
- How to contact you (and who can bring you to appointments)
- Information about your health, medicines, allergies, vaccinations and test results
- Letters and reports from other services (for example hospitals or community teams)
- Appointments, referrals and the care we give you

## Why do we use your information?

We use your information to:

- Provide you with safe care and treatment
- Make sure the right clinicians can see important details when they are helping you
- Arrange prescriptions, tests and referrals
- Protect you and others (for example, safeguarding where there is a serious concern)
- Run and improve NHS services (usually using anonymised or pseudonymised information where possible)

## The legal reasons we use your information (lawful basis)

The law says we must tell you the legal reasons we use your information.

Most of the time we rely on:

- UK GDPR Article 6(1)(e): we are carrying out a task in the public interest / official authority (providing NHS care).
- UK GDPR Article 9(2)(h): we use health information to provide healthcare or treatment.

Sometimes we may also rely on:

- Article 6(1)(d): vital interests (for example in a medical emergency).
- Article 6(1)(c): legal obligation (when the law requires us to share information).
- Article 6(1)(a): consent (for certain optional disclosures).
- Article 9(2)(j): research (only where appropriate and usually with your explicit consent).

For full details, please read our full Patient Privacy Notice.

## Who do we share your information with?

We share information only when there is a good reason. Examples include:

- People involved in your care, such as other GP staff, hospitals, community nurses, mental health services and pharmacies
- School nursing services (we do not routinely share directly with schools unless it is important and appropriate)
- Social care professionals if they are supporting you
- Approved NHS systems and suppliers that help us run our services (they must follow strict security and confidentiality rules)

We may also share information when the law says we must, for example with:

- NHS Digital (for specific national programmes and audits)
- Care Quality Commission (CQC)
- The police or courts (only when there is a legal requirement)

Safeguarding: if we are worried about your safety, or the safety of someone else, we may need to share information with other organisations to help keep people safe. We only share what is necessary.

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

You can talk to us about your choices. For example:

- If you do not want information shared with your parent(s)/guardian(s), speak to a clinician or a member of our team. We will listen to your views and decide what is appropriate and lawful.
- You can choose the National Data Opt-out. This controls whether your confidential patient information is used for purposes beyond your individual care (like planning and research). It does not stop information being used for your own care.

You can learn about the National Data Opt-out at: <https://www.nhs.uk/your-nhs-data-matters/> (or ask us for help).

## Using Ambient AI during appointments (only if we use this)

Sometimes we may use 'ambient AI' software to help with writing notes during a consultation. It can listen to the conversation and create a written draft of the notes for the clinician.

Important:

- It does not make decisions about your care, your clinician does.
- It is optional. We will only use it if you (and where appropriate your parent/guardian) say yes.

If you say no, your clinician will write the notes in the usual way.

## How long do we keep your information for?

We keep GP records for as long as the law says we must. We follow the NHS Records Management Code of Practice (2021). When information reaches the end of its retention period, it is securely deleted or destroyed.

## Your rights

You have rights over your personal information. These include:

- To ask for a copy of your record (this is called a Subject Access Request)
- To ask us to correct anything that is wrong or incomplete
- To ask questions and object to certain types of sharing (for example, opting out where it applies)
- To withdraw consent when we are using consent (this does not affect care already provided)
- To complain if you are unhappy

## Questions or complaints

If you have a question or you are not happy with how we use your information, please contact the practice first using the details above in 'Who are we'.

You can also contact our Data Protection Officer (DPO) using the details above.

### Information Commissioner's Office (ICO)

If you are still unhappy, you can contact the ICO. They are the UK regulator for data protection:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Tel: 0303 123 1113 Web: [www.ico.org.uk](http://www.ico.org.uk)

## Where to find the full privacy notice

This children and young people's notice is a summary. For more detail, please read our full Patient Privacy Notice at: <https://bridgesurgery-burton.nhs.uk/patient-privacy-notice/> or ask for a copy at reception.

