



Privacy Notice for Children and Young People

Our business is called HCRG Care Group, and we have been asked by the NHS to help look after you.

We keep information about you in files called Medical Records to help us do this. This information is called Personal Data.

It is our job to keep your Personal Data safe.

This document is called a Privacy Notice, and it will tell you what we do with your Personal Data.



Johnny

This is Johnny. He hasn't been feeling very well this week. His mum takes him to see a doctor.

Hello Johnny, it's nice to see you again. Tell me about how you are feeling.



Dr Smith

Doctor Smith gives Johnny some medicine to help him feel better.
She writes its name down in his Medical Records.
Next time Johnny sees a doctor, they will know he has taken this medicine before.



Johnny's Medical Records

Name: Johnny Jones
 Date of Birth: 01/06/2015
 Address: Number 1, The Street
 Mum: Janet Jones

Medical History:
 Broken leg – 2021
 Flu - 2023

I am feeling much better now, thank you!



Johnny



What do we do with your information?

Just like Johnny's doctor, HCRG Care Group hold Medical Records with information about you. We keep this information so that we can help you get better when you are feeling ill. We also want to make sure you are safe at all times and protect you from harm. A law called the UK GDPR lets us keep your information to help look after you.

Who do we share your information with?

Sometimes, we might need to share your information with people we trust to help us look after you and keep you safe. We will only do this if it is necessary.

For example:

- Your parents.
- Other doctors or nurses looking after you.
- Your school.
- Social workers.

How do we keep your information safe?

The law gives us rules to follow to make sure we keep your information safe. We only let people who are looking after you see your Medical Records.

What are your rights?

The law says that you can:

- Ask us for a copy of your Medical Records.
- Ask us to make sure your Medical Records are correct.
- Ask us to delete your information or stop using it in a certain way.
- Ask us not to share your Medical Records with anyone else.

How can you contact us?

You or your parents can contact our Data Protection Officer if you have any questions. A Data Protection Officer is the person responsible for keeping your information safe. Our Data Protection Officer is called **Deborah Tonkin**.

You can contact her using the details below:



Send her an email: Ask.IG@hrcaregroup.com

Write a letter to her in the post:

Information Governance Team
HCRG Care Group
The Heath Business and Technical Park
Runcorn
Cheshire
WA7 4QX