

Child friendly privacy policy

*Your information – what does it mean?*

**Why do we need your information?**

We need to keep some information about you to make sure we can give you the best care possible.

**What information do we keep about you?**

* Your name, address and date of birth.
* When you have been to see someone from our organisation for care or treatment.
* Names of your family or doctors and nurses who look after you.

**What are our responsibilities?**

* To make sure the information we have about you is correct.
* To keep your information safe.
* To make sure you can read and understand the information.
* To show you the information we have about you if you ask to see it.

**We will not share any information about you, unless:**

* You ask us too.
* We ask you if we can and you say “yes”.
* Someone is in danger, for example, to stop someone from becoming ill or being badly hurt.

**What do we do with your information?**

We may use your information to:

* Help you or your doctors to make decisions about your health and well-being.
* Make sure your care is safe.
* Work well with others to give you the right treatment and care.

**We may also need to use your information to:**

* Protect the health of others.
* Make sure we are giving everyone the best treatment and care.
* Carry out surveys about how well we are looking after you.
* Help look into any concerns or complaints.

**Who might we share your information with?**

Other organisations involved in your treatment, care and safety, for example:

* Other hospitals
* Your family doctor (GP)
* Ambulance services
* Social services
* Organisations that make sure we are providing you with the best treatment and care, for example, the Care Quality Commission (CQC)
* Commissioners, who pay us to provide a service to you (Integrated Care Boards (ICBs))
* Education Services
* The Police or Fire and Rescue

Where we can, we will try to ask you if it is okay to do this but there may be times when we need to share this information without asking you first. This may be because we are not able to ask you or because it needs to be done quickly to help you.

**How long do we store your information?**

We follow the Trust and the NHS England policies and guidance in regard to how long we keep your information.

NHS Records Management Code of Practice 2023 - [Records Management Code of Practice - NHS Transformation Directorate (england.nhs.uk)](https://transform.england.nhs.uk/information-governance/guidance/records-management-code/)

**What are your rights?**

You can tell us when you do not want your information shared. This could be with your parents, carers or others.

If you tell us not to share your information, we will make sure we don’t wherever we can.

We will only share your information if the law tells us we have to.

You can ask for a copy of your information on paper or electronically (email). You should ask for your information in writing (email or letter) and include your full name, address, date of birth and the number known as the NHS number (you can find this on letters or other communication that you may have had with us).

The contact details for requesting a copy of your information can be found using the link below:

[Your Health Records & Information | Essex Partnership University NHS Trust (eput.nhs.uk)](https://eput.nhs.uk/contact/your-health-records-information/)

**What can you ask us for?**

As well as asking for copies of your information, you can also ask:

* Certain people to stop using your information at certain times, this may affect your healthcare or delay treatment.
* To stop us from using your information for research. If you choose to say “no” (opt-out), ask the organisation’s Data Protection Officer to help you.
* To make sure that the information we hold about you is correct.
* How long your information will be kept before it is destroyed?
* Details about how we use your information

If you want to find out more about your information, how we use it and your rights, please contact the Data Protection Officer by emailing epunft.dpo@nhs.net.