

What do I do if I am unhappy with how my information is being used?

You can:

- Contact the [Patient Advice and Liaison Service \(PALS\)](#).
- Contact the [Complaints Team](#).
- Speak to the Data Protection Officer.

What is a Data Protection Officer (DPO)?

The Data Protection Officer advises you about the data protection law to make sure that the hospital are looking after your information in the right way.

If you are not happy or you are worried about how the hospital are using your information, you can contact the Data Protection Officer at this email address: DPO.UHNM@uhnm.nhs.uk

If you are still not happy after contacting the DPO, you can get in touch with the Commissioner's office at:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113

Protecting Children's Health Records



Information we need to collect about you

- We need some personal details so that we can look after you and give you the best care.
- Any information we collect is kept private—it is shared only with the doctor and nurse treating you.
- We get this information from your Doctor, your family or others who may be involved in looking after you.

What information do we need?

- Your name, so that we know who you are.
- Your address, so we know where to send letters and how to contact you.
- Your birthday and year you were born, so we do not mix you up with anyone else.
- The name of the person who will bring you to your appointment so that you are safe.
- The name of your Doctor so that we can get in touch if we need to tell him about your care, why you came to see us and what we did.
- Your NHS number so that we can match your details to your hospital number. This is different for everyone.

Who can we share your information with?

- Your GP.
- Your school.
- Your social worker, if you have one.

This is so that they can help you, especially if you are worried about your safety or someone else's safety.

What is my Health Record?

- This includes all the information we have about you.
- No one looks at this unless they are involved in looking after your care.
- Your health record is confidential and can only be discussed with another person who is involved with your care.
- You are allowed to ask the nurse or doctor to show you your health record and they will explain the information to you including any long or difficult medical words.
- You can have a copy of your health record by contacting the Health Records page
- **Please tell us if you think any of your details are wrong.**