**A Children’s Guide to the Information We Keep About You**

**Introduction**

When you see anyone at the practice, they write down notes to record what was said and done. Sometimes these notes need to be shared with other people, to make sure that they can look after you properly. Here we will explain all the information we keep, and what we do to make sure that it can’t be seen by anyone that you wouldn’t want to see it.

Here are some questions you might ask:

**What sort of things do you keep?**

We keep a note of lots of useful facts about you, like:

* Where you live, and when you were born
* Who looks after you
* Any illnesses that you might have had
* Any medicines or tests that you might have had
* Letters from the hospital
* Any other messages we have had from people that they felt we needed to know, and that we agreed was important

**Who makes these notes?**

There are a few people who might need to make or see these notes about you. These include the doctors and nurses who see you here at the surgery. It might also be some of the other people who work here and help to make sure that the right notes go to the right people.

No-one will see your notes unless there is a very good reason to, and if you ever want to see what has been written, you can ask to do just that – though you will need to ask your parent or guardian to request this for you.

**How is all this information collected?**

Most of it is written down at the time that you see someone at the doctors’ surgery. Some of it will have been sent to us either as a letter, or straight into the computer. It is all kept on the computer – we use a special system that stores the information on the internet, but which makes sure that nobody else can see it without permission. If there is anything that doesn’t seem right, you can ask for it to be changed.

**Why do you keep all this information?**

We mainly keep it to make sure that we can care for you safely. If we don’t know about what has happened to you before, it is harder to know what the right thing to do is now.

**How do you stop the wrong people reading about me?**

Everyone who works here has to keep information about you a secret, by law.

We make sure we only write down the information that is really important to keep.

There are strict rules about who is allowed to look at your notes. Sometimes people other than the doctor or nurse will need to do this – but they only see the notes they need to do their job. Other people that might see your notes could be:

* The person preparing your medicine.
* People typing up letters.
* People making an appointment for you.
* People at the hospital.

**Do you sometimes share information about me?**

Yes, we might. Sometimes we may have to contact people outside the doctors’ surgery, to help care for you. This will only happen if we agree that they need the information. These might include doctors at the hospital or the school nurse, as well as others. Usually, the sort of information we share with them will be about your illnesses and medicines, if you have any.

You will also have something called a “Summary Care Record”. This is a special electronic note that can be seen by doctors and nurses at a hospital or doctors' surgery in an emergency. It tells us whether there any medicines that will make you ill and lets us know if there are any medicines you take all the time.

**Can anyone else see the notes about me?**

Not without the permission of both you and your parent or guardian, unless required to do so by law.

**Is there any more I can read about this?**

Yes. This leaflet is written just for children. There is a longer, more detailed version for adults available from the practice or on the practice website (churchlanesurgery.com) which has some extra information if you need it.