

## Privacy Notice

### What information we collect:

If your child/young person has been referred to our service we have to keep records by law. Many records are held electronically.

The record includes details about them and their care, for example:

- Name, address and date of birth
- Their medical history
- Assessment, care plan and reviews
- Details that affect development of their care plan

We must keep records for a specified period.

We must also record any risks to your child or young person's health or the health of other people. For example:

- If they have an allergy to penicillin
- If they have been physically or verbally aggressive towards other people

We will always tell you when we have recorded a risk unless we think telling you could lead to you, your child/young person or others being harmed. We may share details of risks with other staff who are involved in your child/young person's care. This is to make sure that they and others are kept safe.

### Why we need this information

We need to keep records to make sure your child/young person receives the right care and treatment. Sometimes we use parts of the information we collect for other reasons such as:

- Planning new services and improving existing ones
- For staff training
- Helping parts of the NHS to check we are doing what we say we will do
- Financial audit
- Improving patient safety

If we do this, all personal details will be anonymised.

### Changes to your personal information

It is important that your child/young person's records are up-to-date. Please tell us if any of their personal details such as name, address, telephone number or doctor change. Speak to whoever is providing their care.

### Who else we share this information with

We routinely share information within your child/young person's Care Team; this may include their GP and other people who look after them. The law can sometimes require us to pass on information - for example, in the case of serious crime.

We only share information for specific purposes and must justify why. If we share information for other reasons we must ask you first.

### **Information about family members**

We are also required to keep basic information about family members and relatives who are part of the 'family unit'. This may include partners/spouses who are no longer part of the family.

When a family member or relation accesses our services, for example to receive counselling, we will ask for more information about the individual family member.

### **Can I ask not to receive information from you?**

We have an obligation to keep you informed when we write to another medical professional about your child/young person. We also may need to write to you with important information about the service that we offer to your child/young person or family.

You have the option NOT to receive information about additional activities that we may offer this includes information about special events and activities that we may provide such as summer party, days for siblings and family members. Please let us know if you would not like to receive this information.

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