

## **How we use and protect your personal information (children and young people)**

To provide safe, high-quality care, we need to collect and use some personal information about you/ your child. This notice explains how we do this and how we keep it safe.

### **What information we collect**

We collect information that helps us identify you/ your child and understand their health needs. This can include:

- Name, address, date of birth and contact details
- Notes and records about their health and care
- Information shared by you, your child, or people who care for them
- Information from other health professionals such as your GP, school nurse or therapist

This information helps our teams provide the right treatment, support and follow-up, whether in hospital or within our community services.

### **Who can see the information**

Only staff directly involved in your/ your child's care, such as doctors, nurses, therapists and other healthcare professionals can access their records. These staff are trusted and legally bound to keep information private and secure.

### **Why we collect information**

As an NHS organisation, we have a public duty to provide care. The law allows us to collect and use personal information for this purpose, but we must keep it safe and only use it appropriately.

### **When we share information**

We only share your child's information when it is genuinely necessary and appropriate, for example:

- With another of our teams if you/ your child needs specialist care
- With parents or legal guardians so they can support their child
- With the police or safeguarding agencies if a child is at risk of harm

We will *only* share information if it is essential for your child's safety, protection or care.

### **Keeping information safe**

Your/ your child's information is treated as private and confidential. The law says it must be protected, and we take this seriously. If you ever have concerns that someone has accessed information they shouldn't, please speak to a trusted adult or a member of our team.

### **Contact us**

If you would like to know more about how your child's information is used, or if you have any concerns, please contact our Information Governance Team.