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Ampleforth & Hovingham Surgeries

Children's Privacy Notice

It is the law for Ampleforth & Hovingham Surgeries to tell you about what happens to the information that we collect about you whenever you come to see us and to tell you how we make sure your information is kept safe.

Why Does The Law Say You Can Use My Information?
The law gives us permission to use your information in situations where we need it to take care of you. Because information about your health is very personal, sensitive and private to you, the law is very strict about how we use it.
So, before we can use your information in the ways we have set out in this privacy notice, we have to have a good reason in law which is called a 'lawful basis'. Not only do we have to do that, but we also have to show that your information falls into a special group or category because it is very sensitive. By doing this, the law makes sure we only use your information to look after you and that we do not use it for any other reason.

About Us
This practice is responsible for collecting, storing and handling your information when you are registered with us as a patient. Because we do this, the law says we are the data controller.

What Information Do We Hold About You?
Personal information is anything that identifies you as a person and we all have personal information. The personal information we need to keep about you is:

- Your name
- Your birthday and year you were born
- Your address
- Your family doctor (General Practitioner or GP)
- The name of the person who usually brings you to your appointments
- The reason you are coming to see us
- Any information that your family doctor, you or your family gives us
- What we do to care for you

How Do We Keep It Safe?
The law says that we must do all we can to keep your information private, safe and secure. We use secure computer systems, and we make sure that any written information held about you is kept securely. We also train our staff to respect your privacy and deal with your information in a manner that makes sure it is always kept and dealt with in a safe way.

Who Else Will See My Information?
Usually, only staff at this practice are allowed to see your information. Should you need to go to the hospital then we may be asked to share your information with them, but this is only so that we can take care of you.
Sometimes we might be asked to take part in medical research that could help you in the future. We will always ask you, your parent(s) or an adult with parental responsibility if we can share your information if this happens.
We may share relevant information with school nursing services and other healthcare professionals involved in your care where necessary to support your health, wellbeing and treatment, but not directly with school unless it is important for them to know.
If you have a social worker, we will share it with them too. That way they are kept up to date on what we are doing for you.
If you tell us something that makes us worried about your safety or the safety of someone else you know, we might have to share this with other people outside of the practice – even if you don't want us to. This is part of our job to keep you and others safe.

What If I Want to See the Information You Hold About Me?
If you want to see what information we hold about you then you have a right to see it and you can ask for it.
To ask to see your information you will need to complete a Subject Access Request (SAR) form. There are some rules on this so, if you are under 16, your parents or adults with parental responsibility can do this on your behalf. If you are over 12, you may be classed as being competent and you may be able to do this yourself. We will give this to you free of charge.
However, you have a right to ask us not to share your information. Should you like to talk to us about not sharing your information, even if this means you do not want us to share your information with your parent(s) or an adult with parental responsibility, please let us know. We will be happy to help.

What If I Have a Question?
Should you have any questions about our privacy policy or the information we hold about you, you can:

- Contact the organisation via email at **ampleforthsurgery@nhs.net**
- Write to the Data Protection Officer (DPO) at **n3i.dpo@nhs.net**
- Ask to speak to the Practice Manager.

How Long Do We Keep Your Information For?
We will keep a copy of your information in our practice for as long as you are registered with our practice.

If I Think Some of My Information Is Wrong, Can I Do Anything About It?
Yes. You, your parent or guardian needs to contact us and let the practice know what it is that you think is wrong.

Can I Do Anything If I'm Unhappy with The Way You've Used Some of My Information?
Yes. Let us know by contacting us at Ampleforth and Hovingham Surgeries. If you're still not happy, you can contact the Information Commissioners Office on www.ico.org.uk.

This privacy notice was last updated in November 2026 and will be reviewed every 3 years.