



## South Queensferry Medical Practice

# Privacy Notice: 12-16 year olds

### **Your Medical Records**

South Queensferry Medical Practice and the NHS jointly take care of your medical record. Your medical record contains information about you like immunisations you have had, the times you have seen the doctor or the nurse or visited hospital. We keep this information very safe.

Up to the age of 12 your parents, or the people who look after you, may have been able to look at your records or ask for information which is in your records. If you are happy for them to continue to do so you can sign a Consent Form. Consent forms are where you sign your name agreeing to a named person being allowed to know what is in your medical records. You have the right to change your mind later if you want to.

All this will be explained very clearly to you if you do decide to sign a Consent Form. We want to make sure that you know just exactly what you are consenting to. If you would like to discuss this further please ask at reception.

### **Who we share your personal information with**

We may share some of your medical information with other people if your doctor thinks this would be beneficial for your health. This might happen if your doctor needed to get you an appointment with a specialist doctor in the hospital.

### **Online Services**

We have an online service where you can sign in to order your prescriptions or make appointments with the doctor.

Your parents, or the people who look after you, may have set up an account for you when you were younger.

If they have we will switch it off when you turn 12 and ask you to come into the surgery with some identification – like your passport or birth certificate – and then we will start it up again. At that time you can decide if you would like a new password.

### **Finally...**

If you are unsure about anything one of our doctors is what we call a Data Protection Officer. You can ask him questions. His name is Dr Creber.