



Pharmacy Privacy Notice for Children & Young Adults - for children 13–16 yrs

1. HOW WE USE YOUR PERSONAL INFORMATION

This notice explains why the practice collects information about you and how that information may be used.

The health care professionals, who provide you with care will keep records about your medication, health and any treatment or care you have received at this Pharmacy Group. These records help to give you the best possible healthcare.

From the age of 13 years, the ICO (Information Commissioner's Office) regards you as having the competence to consent to your own health care and the processing of the information that we hold about you at this Group which form what is known as your 'Health Record'.

This is in line with what is called the 'Gillick Competence' which is a medical law that decides whether a child under 16 years is able to consent to his/her own medical treatment without the need for consent from a parent/carer/legal guardian.

These records may be electronic (information kept on our computers), on paper (letters that we may have or that we receive) or a mixture of both, and we take every care to make sure that your information is kept confidential and secure.

Records which this Pharmacy Group holds about you may include the following:

- Details about you, such as your address, legal representative, emergency contact details
- Any contact the Pharmacy has had with you, such as appointments, medication, treatments etc.
- Notes and reports about your health and medication
- Details about any treatment you have had or are having.
- Important information from other health professionals, relatives or those who care for you
- Information from Child Health about any Health assessments or vaccinations you have had, you have missed or you may need.

Your records will be stored in line with the NHS Code of Practice for Records Management It is our job to give you the best care possible and so your records are used to make sure that this happens.

We may sometimes need to share your information with other people in the NHS to help us to make things in the NHS better.

Most of the time, this information will not have your personal details (name, date of birth) so you cannot be identified.

In cases where we do need to give your personal details, we will always ask if this is okay with you.

Information may be used within the Pharmacy Group for audits to help us monitor the quality of the service that you receive.

Sometimes your information may be requested to be used for research purposes – this Pharmacy Group will always ask you before giving any information for this purpose.

2. HOW WE KEEP YOUR RECORDS CONFIDENTIAL

We have to keep your personal information and records private so we will only use or share your information in line with the following guidelines and laws:

- General Data Protection Regulation 2018
- Human Rights Act 1998 • Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security
- Information: To Share or Not to Share Review

Every member of staff who works for this Pharmacy Group or another NHS organisation has a legal obligation to keep information about you confidential.

Staffs at the Pharmacy have to sign a 'Confidentiality Agreement'. We will only ever use or pass on information about you if others involved in your care if this is important for your treatment.

We will not give your information to anyone else without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on, for example Child Protection and Serious Criminal Activity.

3. ORGANISATIONS THAT WE MAY SHARE YOUR INFORMATION WITH

We may also have to share or receive your information, under strict agreements on how it will be used, with the following organisations:-

- NHS Organisations
- Doctor, Dentist, Optician or other Pharmacists
- Ambulance Service
- Social Care & Safeguarding Services
- Child Health
- County Council
- Schools
- Fire and Rescue Services
- Police & Court Services (if we are asked by law)

We will always tell you who we are sharing your information with and may even have to ask for your consent to do this (ask if it is okay with you) and you may be asked to sign a form for this.

4. ACCESS TO YOUR INFORMATION

Under the new General Data Protection Regulation (GDPR) you have the right to ask to see your medical records whenever you like and this is free. Also, if you think that any of the information you see is not correct, you can ask for this information to be taken out.

This can only be done in some situations however. To be able to see your records, this is what you will need to do:

- Write a letter to the Superintendent Pharmacist at this Pharmacy, to ask to look at your records. You will need to include your full name, date of birth, NHS number (if you know it) and your address. This is so that we can make sure that we are giving this information to the right person.
- The Superintendent Pharmacist will use the Gillick Competence rules (that we talked about above) to make sure that you are able to have that consent
- We will not charge for this (unless you ask a lot of times then we may put on a charge)
- If the Superintendent Pharmacist agrees that it is okay for you to have access, we will give you the information within 30 days.

5. DATA PROCESSOR

This is the person/people or organisation that is responsible for using and recording your information. All staff at this Pharmacy Group are individual Data Processors.

6. DATA CONTROLLER

The Data Controller is the person/organisation responsible for keeping your information secure and confidential. **Mr Nathan Raymond** is our Data Controller

7. DATA PROTECTION OFFICER (DPO)

The Data Protection Officer has overall responsibility for GDPR within this area. Our designated DPO is **Mr Mark Roberts**, who can be contacted in writing at:

TFR Pharma Ltd
Pembroke Castle Pharmacy
15 Main Street
Pembroke
SA71 4JS

8. OBJECTIONS / COMPLAINTS

If you need to know anything else about how we use or keep your information, you can ask to speak to our Superintendent Pharmacist, and they will be happy to explain.

If you have access to the internet, you can also read more about this on the ICO website (www.ico.org.uk)

9. CHANGE OF DETAILS

It is important that you tell us or any other person treating you if any of your details such as your name, address or contact details have changed.

10. NOTIFICATION

Under the General Data Protection Regulations we have to register this Pharmacy Group with the Information Commissioner to describe the purposes for which we process personal and sensitive information.

This information is available for everyone on the Information Commissioners Office website www.ico.org.uk