

Child Friendly Privacy Notice



What is personal information?

Personal information is information that is specifically about you.



If you are a patient in our hospital we will collect personal information about you.

What information do we hold about you?

- Name
- Address
- Date of Birth
- Next of Kin
- Your Doctor
- Your Medical Condition/s
- Results of blood tests or x-rays that you have had
- Any future care you may require



Where do we get your personal information?

We collect personal information about you from a number of people. These include:

- You
- Your family



- Staff working at other organisations (for example another hospital that you have visited)
- Your doctor



How do we use your personal information?



We use your information to help take care of you.

In some cases we may share your information with other individuals or organisations to continue your care. For

example, we will tell your doctor what treatment we have given you.

How long do we keep your personal information?



We keep your information for as long as we need to treat you.

Once you have completed treatment we keep your information for as long as the law tells us to before we destroy or delete the information in a secure way.



How do I know information about me will be looked after?

We do everything we can to make sure that the information we hold about you is managed as set out in UK law.

The hospital is registered with the Information Commissioner's Office (ICO). The ICO monitor how all organisations in the UK handle personal information.



What are your information rights?



You have the right to have a copy of the information that we hold about you. To request a copy of your information please contact the Disclosure team:

Address:

Disclosure Team
University Hospitals Plymouth
NHS Trust
Central Records Library
Bush Park
Plymouth
PL6 7RG

Telephone Number:

01752 437208

Email:

plh-tr.DisclosureTeam@nhs.net

