

Privacy Notice for Children and Young People under 10 years

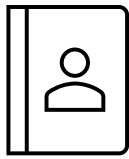


Introduction

We talk to you. We talk to people who look after you. We ask you questions.

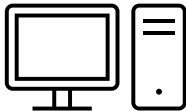
We write down the important things you tell us and save them.

This is so we can help you.



What is personal information?

- Your name
- Your birthday
- Where you live
- The name of the person who comes with you.
- Your doctor's name
- Why you come to see us
- What we do to help you
- **We keep it safe.**



What do we do with it?

We keep it safely in a file.

It is called your Mental Health Record. People who work here and care for you can see this file.

The information we collect about you:

- Helps us to make decisions about your health with you
- Makes sure you are safe

Who do we share your information with?

We share some information with your family. If you are worried about this then tell us and we can talk about it.



We will write to your doctor.

Sometimes we will write to other people involved in your care, school, social worker.

If we are worried that you or someone you know is not safe we will talk with other people. We will keep you safe.



How long do we keep your information?

All NHS Trusts treating children must keep their information until your 26th Birthday. After this, we will destroy it unless we feel it needs to be kept for your ongoing care or for another reason.



If you are unhappy about your care

If you are not happy or feel unsafe or scared please speak to an adult you trust. They will know how to help you. You can tell more than one person.

Parental information

If you want to know anything else, please email the Data Protection Officer at tewv.dpo@nhs.net Please ask an adult you trust to email us.

If you want to see your information, just ask. Your parents or carers can also ask to see it by email.

TEAWVNT.AccessRequests@nhs.net

If you think something is wrong in your record your parents or carers can contact tewv.dpo@nhs.net

Contact for the Information Commissioner's Office

If you wish to make a complaint to the person who is responsible for the way that personal is managed in this country then you will need to contact the Information Commissioner:

ico.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Email: icocasework@ico.org.uk
Telephone: 0303 123 1113
Livechat on their website: www.ico.org.uk

Full Privacy notice

If you want to read the full version of this leaflet then please visit our website. Link to full version of privacy notice is [here](#).

Version Control

Reference PN08, version v1.2, Date: December 2022