

## Children and Young Adults

### How Do We Use Your Information?

This notice is to let you know how and why we collect your personal information to ensure you receive the best possible health and social care services in your area. It covers information we collect directly from you or receive from other individuals or organisations.

#### What is Personal Information?

Personal information is anything that can identify you in some way. For example:

- Your name
- Your address and postcode
- Your date of birth
- Your NHS or Hospital numbers
- Anything you have told us about yourself including details about your health.

#### How long do we keep your information?

We will only keep your information for as long as the law allows us to. If we no longer need your information it will be safely and securely destroyed.

#### What Are My Rights?

You have all the same rights over your personal information as an adult. You can find out more about these from the Information Commissioner's Office.

<https://ico.org.uk/your-data-matters/>

#### How Can I Ask Questions?

If you would like to know more about the personal information we hold about you, contact us at the following address:

Data Protection Officer  
NHS Norfolk & Waveney Clinical Commissioning Group  
Lakeside 400, Broadland Business Park,  
Old Chapel Way,  
Thorpe St Andrew,  
Norwich NR7 0WG

Email address: [nwccg.informationgovernance@nhs.net](mailto:nwccg.informationgovernance@nhs.net)

#### What do we use your information for?

Here are some examples of why we collect your information:

- To help you get better when you are poorly or injured;
- To keep you and others safe;
- To follow the law.

We may also use your information to:

- Check the quality of care we provide to everyone;
- Protect the health of the general public;
- Monitor how we spend public money;
- Train healthcare workers;
- Carry out research;
- Help the NHS plan for the future.

Wherever possible we will not use information that identifies you.

#### How do we look after your information?

We are committed to protecting your privacy and will only process personal information in accordance with the law.

We work closely with organisations that provide care to ensure that information is held in secure locations with restricted access to authorised staff.

All our electronic systems are encrypted so that it can only be accessed by authorised staff.

#### Further Information

This notice does not give a full explanation of the law. You can access a full copy of our Privacy Notice via this website.

If it doesn't answer your questions or you would like more detailed information, please contact the Data Protection Officer.

If you wish to know more about any information that is held about you as a patient, please contact your GP or local