

Children and Young People Privacy Notice

North Trafford Group Practice

Who We Are

North Trafford Group Practice is responsible for looking after your information. This means we are the “Data Controller”.

Practice addresses:

- Seymour Grove Health Centre, 70 Seymour Grove, Old Trafford, Manchester, M16 0LW
- 866–864 Chester Road, Stretford, Manchester, M32 0PA

What Is Personal Information?

Personal information means any information that can identify you.

This includes:

- Your name
- Address
- Date of birth
- NHS number
- Telephone number
- Information about your health
- Information about appointments and treatment
- Notes made by doctors, nurses and other healthcare staff

Why Do We Collect Information About You?

We collect information so we can:

- Give you safe healthcare and treatment
- Arrange appointments and referrals
- Understand your health needs
- Keep accurate medical records
- Contact you or your parent/carer when needed
- Help other healthcare professionals involved in your care
- Keep people safe

Where Does Your Information Come From?

Information may come from:

- You
- Your parent or carer
- Your GP or another healthcare professional
- Hospitals or clinics
- School nurses

- Community health services
- Social care services

How Do We Keep Your Information Safe?

Everyone working at the practice must:

- Keep your information confidential
- Complete regular training about data protection
- Only access information they need for their job
- Follow strict NHS security rules

Your information is stored securely on NHS computer systems and sometimes in paper records.

Who Can See Your Information?

People involved in your care may see your information if they need it to help look after you.

This may include:

- Doctors
- Nurses
- Pharmacists
- Hospital staff
- Mental health professionals
- School nurses
- Social workers where appropriate

Confidentiality and Young People

As children and young people get older, they can sometimes make decisions about their own healthcare.

This means that some information you share with healthcare staff may be confidential, even from parents or carers.

Sometimes we may need to share information without your permission if:

- We are worried about your safety
- We think someone else may be at risk of harm
- The law says we must share information

Do We Share Information With Schools?

We may share relevant information with school nurses or other professionals involved in your care where it is appropriate and lawful to do so.

Your Rights

You have rights over your information, including:

- Asking to see information we hold about you

- Asking us to correct information that is wrong
- Asking questions about how your information is used
- Making a complaint if you are unhappy

Can I See My Medical Records?

Yes.

You, or someone acting for you, can ask to see your medical records.

We may need to:

- Check identity first
- Explain medical words or abbreviations
- Make sure sharing the information is safe and lawful

Email:

gmicb-tr.generalenquiriesntgp@nhs.net

How Long Do We Keep Information?

We keep healthcare records in line with NHS rules about how long medical records must be kept.

If you move to another GP practice, your medical record will be transferred securely.

CCTV and Telephone Calls

The practice uses CCTV in some areas to help keep patients and staff safe.

Telephone calls may also be recorded for training and safety purposes.

Only authorised staff can access these recordings.

Our Website

www.ntgp.co.uk

If You Are Unhappy

If you are unhappy about how we use your information, please contact us.

Email:

gmicb-tr.generalenquiriesntgp@nhs.net

You can also contact the Information Commissioner's Office (ICO):

<https://ico.org.uk/>

Information in Other Formats

This Privacy Notice can be made available:

- In other languages
- In large print
- In accessible formats

Please ask reception if you need help.

Last updated: May 2026