

King's College Hospital
NHS Foundation Trust
Privacy Notice –
(Children Friendly)

Version 1.0

June 2025

This privacy notice provides information in an easy-to-understand format for children to understand how their personal information is overseen by the Trust.

This supplements the Trust's full patient privacy notice, which is available on the public website.

1 What is this about?

This Trust must make sure that it keeps your information safe and secure. This is information such as your name, address, date of birth and phone number, as well as medical information that we create about your care and support. This is collected (and checked) whenever you come to see us and we have rules (Data Protection Laws) that tell us exactly what we are allowed to do with this information.

We collect information about our patients (like you), and as part of our legal compliance, it's our job to tell you how we collect it, how we record it, and how we use and share it.

In this notice, you might see some technical terms that are unfamiliar.

2 Who is looking after your information?

The hospital is the "Controller" of the personal information we collect and use about you. We might collect this information directly from you, or from your parents, legal guardians, GP, school nurse, etc.

Sometimes, the hospital has to share your information with other people, such as healthcare staff or the government, but we will only share your information when the law says that we can.

When your data is shared with someone else, they **MUST** look after it and keep it safe as well.

3 What is Personal Data?

Personal data is anything that finds you as a person. We all have personal information, such as name, address, date of birth, pictures of ourselves, email addresses and phone numbers. We also have special category data, such as race, ethnicity and health information.

4. What information do we collect?

The categories of information that the hospital collects, holds and shares include:

- Your **personal information**
- **Your visits** to the hospital and the reasons you are coming to see us
- **General information** that your family or doctors give us, including any correspondence that we send and receive
- The **care we provide** for you – each time you come to see or stay with us, we record the information you tell us and the information that we tell you, including any medicines or exercises we give to you. With this information, we can look back at your health records to make sure we are treating you in the best way.
- **Investigations** – we record your tests and results

4 Why do we collect information about you?

We only collect your information when we need it to help us do our job or to follow the law. The healthcare staff that provide your care will keep records of the treatment and support that you receive. All the information collected is called a health record.

5 How is your information used to help the wider NHS?

When we've collected your data, we use it to:

- support your care
- monitor and report on your progress
- provide a complete Health Record
- make decisions and provide treatments to you
- follow laws around data sharing
- support research and development

6 Why do we keep your information confidential and safe?

Everyone working at the hospital understands that they need to keep your information safe – especially information that finds you.

We are not allowed to share this information with anyone who shouldn't see it, and that includes talking to them about it.

7 How long will we keep your information for?

We must keep children's information until their 25th birthday (as a minimum). We have a policy that is based on a national standard called the Records Management Code of Practice, which tells us when we can keep and destroy your information.

8 What are your rights?

The Data Protection Act (DPA) came into force in May 2018. It places responsibility on the Trust as a Controller to ensure that your information is collected and managed in a secure and confidential way (Data Protection registration number Z4653019).

The law also provides you with a number of rights about how your information is used by us:

1. You have a right to be told how we use your information – this is called the **“Right to be informed”**
2. You can ask for a copy of the information we hold about you – this is called the **“Right of access”**
3. You can ask us to change information that we have about you if you think it's wrong (in certain situations) – this is the **“Right to rectification”**
4. You can ask us to remove factually incorrect information – this is the **“Right to erasure”**
5. You can ask us to limit who can see your information and where it is shared – this is the **“Right to restriction”**

9 Will your information be shared?

Yes, where it is in your best interests or required by law.

We will share the information we record with others that need to know, such as:

- Your parents/guardians
- Other healthcare staff involved in your care
- School/social Care
- Other NHS Organisations

10 Where to get further Information

If you or your parents would like to find out more information about how we and the NHS collect and use your personal information, please visit our website and search for the Trust's Privacy Notice.

Alternatively, you can discuss this with your clinical team or speak with the Trust's Data Protection Officer.

Now that you have read this, we hope you understand that:

- The law allows us to collect and use your information to help us do our job
- We may share your information with others, but only when we really need to