

We keep records about you, your health and your treatment so we can look after you.



Your name, where you live and how old you are



Who you live with and who looks after you



What care we have given you



Photos we have take of you



Results and scans of your body, such as X Rays

We Keep this information on:



Computer



Paper Medical Records

## We ALWAYS keep your information private



Sometimes we might need to share your records with people who look after you, like a hospital or another doctor or nurse.



People who use your information cannot tell anyone about what you say to them unless they are worried about your safety or the safety of someone else.



Sometimes we need to use your information to help other people or to teach them new things. We will remove your information so no one will know it's about you.



If you want to look at your records, have any questions or think your records are wrong, please ask a member of staff who will help.



If you have any questions, you can ask your doctor or nurse. You can also speak to a Data Protection Officer whose job it is to keep your information safe and private.