

Yorkshire Fatigue Clinic Ltd Privacy Notice – Under 18s

What is this?

We collect information about our patients like you, and it's part of our job to tell you how we collect the information, how we record it, keep it safe, and how we will use it.

Yorkshire Fatigue Clinic Ltd are a health service for people who have **Myalgic Encephalomyelitis/Chronic Fatigue Syndrome (ME/CFS)**, or similar fatigue problems.

In this notice you will see different names or terms used that you may not be familiar with, such as :

- **Data controller:** this person (or group of people, like the clinic) is in charge of the information we collect
- **Data processor:** This person or service processes the information for the data controller
- **Data protection officer: (DPO)** the person who makes sure we do everything the law says. The Clinic's DPO is Joseph Bradley. The person overall in charge of data protection at the clinic is Sue Pemberton, the Therapy Director.

What is Personal Data?

- This means any information that can be used to identify someone such as your address and date of birth.
- There are also special categories of personal data such as information about your health, racial or ethnic origin, or sexual orientation. For this information we have extra rules to follow to protect your information.

What information do we collect?

Types of information we might collect would be:

- Personal information like your name, address and date of birth
- Information about your background, like your ethnicity, your family
- Health information such as your symptoms and medication
- Education information such as where you go to school or college

Why do we collect and use your information?

We collect your information when we need it to help us to do our job or to follow the law. Here's how we use it:

- To provide a health care service for you.
- To give you information about our services or events
- To protect your welfare and follow safeguarding procedures
- To assess the quality of our service
- To improve our service
- To comply with the law regarding data sharing

We may also share aspects personal data with other people. We will only pass on your information when you say it is okay or when the law says we have to. When your data is given to someone else they must also look after it. Some examples of who we may share it with are follow:

- Your GP
- NHS Clinical Commissioning Groups
- Other health care professionals
- Education professionals
- Our health records system administrator

Do you have to give us your information?

We need a lot of information to be able to provide a health service for you, but there is some information that you can choose whether to let us have or not.

When we ask for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

How long will we keep your information?

We must follow guidelines set out by the NHS which mean we have to keep information about people's health for at least 30 years after they were last seen.

Where do we keep your information?

We keep your information in the European Economic Area whenever we can. When we use technology like Zoom which is a global technology this follows the law of the European Economic Area for data.

What are your rights?

You and your parents have the right to:

- Be told how we use your information
- Ask to see the information we hold
- Ask us to change the information you think is wrong
- Ask us to remove information when it's not needed anymore
- Ask us to only use your information in certain ways
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

Although you have these rights, other laws may mean that we must consider what we can and can't do if you ask for something regarding your information.

Who looks after my information?

The Clinic is the Data Controller of the personal information you give us. We look at how and why your information is collected and used.

We are also Data Processors and use other services to process data for us in order to deliver our service. We make sure that your information is stored and shared safely.

Would you like to know more?

If you or your parents would like more information then you can contact Sue Pemberton our Therapy Director through yfc.admin@nhs.net or by letter to Yorkshire Fatigue Clinic, York Eco Business Centre, Amy Johnson Way, York YO30 4AG or by telephoning 01904 479922.

If you want to speak to someone not at the Clinic you can speak to the people who look after information nationally - the Information Commissioner's Office (ICO). The ICO may be contacted via its website which is <https://ico.org.uk/concerns/>, by live chat or by calling their helpline on 0303 123 1113.

Yorkshire Fatigue Clinic Limited is registered with the UK Information Commissioner, registration number **Z3254111**.