

## Defence Medical Services

### Privacy notice for children and young people (under 18 years old)

#### Who are the Defence Medical Services?

The Defence Medical Services (DMS) are part of the Ministry of Defence (MOD). We make sure that everyone we care for has somebody to help them when they are sick. We do this by making sure we have doctors, nurses, and other staff to look after you. If you would like to know more about who we are and what we do, you can click this link: [Defence Medical Services](#)

#### What is a privacy notice?

Our privacy notice tells you why we collect your personal data and how we use it.

#### Our privacy notice lets you know



How we  
**Use**  
information about you



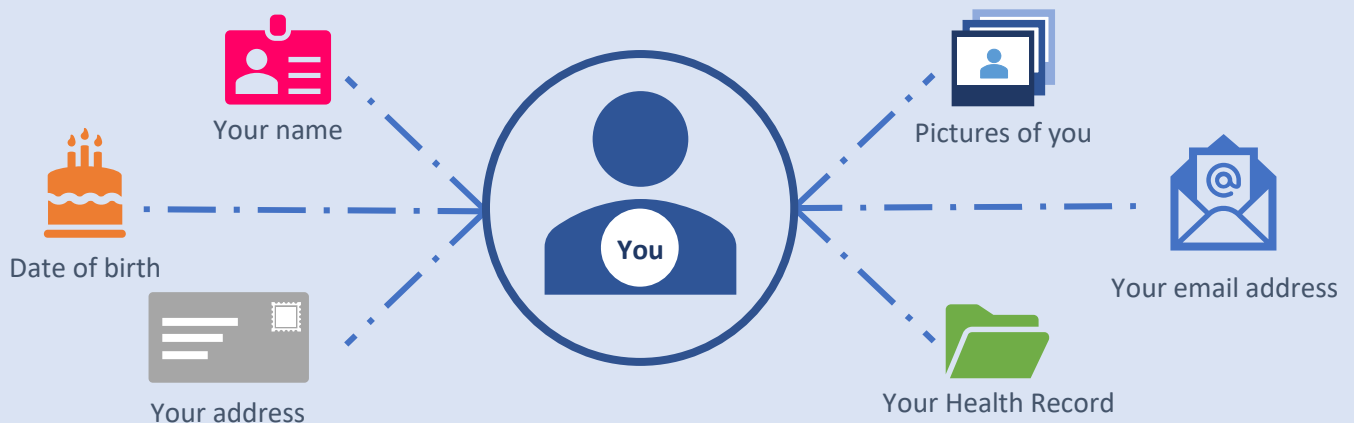
How we  
**Share**  
information about you



How we  
**Protect**  
information about you

#### What is personal data?

Personal data is any information that could be used to identify you. At its simplest this could be just your name and address or, it could include a telephone number, email address or information about your health. This could include information about what has happened when you have been sick and how you are feeling now. We have given more examples below.



#### Why we collect your personal data

We collect your personal data to help you when you are not feeling well, to keep you safe and to work with others who provide you with care. To help us do this, we will ask you questions when you come to see us. If our doctors feel it is necessary, they may talk to the adults you know and trust, like your parents, care giver or your school.

We will process your data when it is necessary for the performance of our official duties as a public body, we do not rely on consent under UK Data Protection law. This is different to when you 'consent to treatment' which is regulated under the Health and Social Care Act Regulations 2014: Regulation 11 – Need for consent, see [NHS – Consent for Children and young people](#).

Further detail on how we use personal data are listed in our [DPHC Patient Privacy Notice](#) and [MOD Privacy Notice](#)  
You may want to ask a trusted adult, such as your parent or care giver to help.

## What personal data we collect about you

The personal data we collect about you is held in your Health Record. We will collect your name, age and gender, we might also collect information about your background. We also collect 'sensitive' personal data about you.

This 'sensitive' personal data is known as special category data in the UK Data Protection legislation and may include information about your health condition, ethnicity, and religion. We request this information to provide equal opportunities to everyone and ensure that we are fully meeting your medical care needs. Further examples of the types of personal data we keep about you on your health record are below:



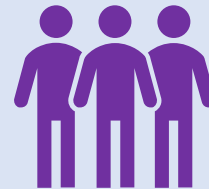
Your **name, address** and **date of birth**



When you have been to us for **care**



**Notes** explaining the **care** you have **received**



**Names** of your **family members** who look after you



**Names** of your **doctors** and **nurses** who look after you



**Images** such as **x-rays**



**Medication** you have been given



Information about **vaccinations** you've had with us or at school



What we need to do to care for you, like a **care plan**



Information about any **allergies** you have

## We have a responsibility to



Ensure the **information** we have about the **care** we give you is **correct**



Keep your **information safe**



Make sure you can **understand** the **information**



**Show** you the **information** we have about you if you ask

## Keeping your personal data safe

Everyone working within the DMS understands that they need to keep your personal data safe; this is called keeping your information confidential or protecting your privacy. Things we do...



**Yearly training** for staff to **remind** them of their **responsibilities**



**Strict rules** to ensure your **personal data** is **kept secure**



Only those **involved** in your **care** can look at your **personal data**



Use **secure systems** to ensure your **personal data** is **stored securely**.

## Sharing your personal data

The things you tell us are private and we will take good care of them. Most of the time we are not allowed to tell anyone else your personal data unless you (or your trusted adult) say it's ok first. We will only talk to authorised people about you, without your permission, when it is really important. This is so we can look after you, make you better or keep you safe. We may share your personal data with:



**Research and Planning:** Sometimes the DMS might be asked to take part in medical research or planning that might help you or people like you, in the future and where there is legal basis. You can **'Opt Out'** if you do not want to share your personal data. **This will not apply if you have given your explicit consent or if your data has been anonymised before it is shared.** For more information see [Your NHS Data Matters](#).

There are too many to list here, but there is a longer list of who we share with and why on our [Adult Privacy Notice](#). You may want to ask a trusted adult, such as your parent or care giver to help.

We may also need to use information about you to...



Protect the health of someone else.



Make sure we are giving everyone the best care.




Carry out surveys about how well we are looking after you.




Help look into any concerns or complaints

## The rules for looking after your personal data


As we have personal data about you, there are lots of rules that we need to obey – rules about:



1 How long we are allowed to keep your information



2 How to stop anyone from taking it without permission



3 Making sure that your record has information about you that is true

## Can I see what information you have about me?

You are allowed to see the information we have about you. The most common ways people contact us are below. You can ask a trusted adult like your parent, care giver, doctor, teacher at school or another trusted adult to help you.



You can **email** us



You can **call** us



You can **visit** us

When you ask for your personal data, we call it a Subject Access Request (SAR). We have a form that you might find easier to ask for your personal data. You can use the link below or you can ask for a copy of the form at your medical or dental centre.

**Link to form:** [MOD Subject Access Request Form](#)

## What happens to my records if I move?

If you move home to live in a different place or country, we will make sure your information follows you.

1



Your parent or care giver will let us know you're moving

2



We'll send your records to your new GP

3



Your new doctor/nurses will update their records

## You have the right to...

- Be informed about the collection and use of your personal data – this is called 'right to be informed'.
- Ask us for copies of your personal information we have about you – this is called 'right of access'.
- Ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- Ask us to stop using your information – this is called 'right to restriction of processing'.
- Object to processing of your information, in certain circumstances.
- Complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depend on why we are processing it.

## How long will you keep my personal data?

We will only keep your personal data for as long as we need it. We decide how long to keep your information based on what we need and what the law says, this may also include legal, accounting, or reporting obligations. All data is securely and permanently deleted/destroyed at the end of the retention period. We call this our retention and disposal schedule.

## What if I'm worried about how my personal data has been used or I have questions?

We will always do our best to look after your information and to answer any questions you might have. If you want to ask a question about your records, please contact the Practice Manager where you receive care. If you are still not happy you can contact the DMS Data Protection Advisor. It is their job to make sure everyone in the DMS follows the rules and keeps your

information safe. If you think someone has broken the rules you can send an email or write to them using the address below. You can ask a trusted adult to help you do this.

DMS Data Protection Advisor  
Defence Medical Services (Whittington)  
Coltman House  
Lichfield  
Staffordshire  
WS14 9PY

Email: [SG-DPA@mod.gov.uk](mailto:SG-DPA@mod.gov.uk)

### What if I'm still not happy with how my personal data has been used?

The people below make sure we follow the rules. If you are still worried about how your personal data has been used by us, you can send an email or use the addresses below to write to them to ask for help. You can ask a trusted adult to help you do this.

**The MOD Data Protection Officers Team (DPOT)** is the data controller. Their contact details are:

MOD Main Building  
Whitehall  
London SW1A 2HB

Email: [cio-dpa@mod.gov.uk](mailto:cio-dpa@mod.gov.uk)

**Information Commissioner**

Wycliffe house  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
<https://ico.org.uk/global/contact-us/>

**Changes:** We reserve the right to update this privacy notice at any time, we will provide you with a new privacy notice when we make any substantial updates.