

# **St Alban's Medical Centre**

## **Young Person Privacy Notice regarding Online Access**

### **Online Access to Medical Records**

1. As a patient of this practice, aged 13 or older, you can access your medical information online via SystemOnline.
2. This is a secure website. You register for this at the practice with photo ID, such as a passport, and then create an account online with the instructions given.
3. You can use SystemOnline to make or cancel appointments, or to order prescriptions. It is also possible to set up extended access to include other information on your medical record.
4. Your medical information is private and confidential to you, so you must use a strong password so that your data is protected. You will need to type in this password every time you log on to SystemOnline.
5. You should not share your password with anyone else, or they will be able to see confidential information about you.

### **What if my parents or carers had online access to my records before?**

We will allow parents or carers access to a younger child's medical records online. This is called "proxy access". Proxy access will stop automatically when the child has their 13<sup>th</sup> birthday or at a younger age if the child asks us to make their record private to them only.

If your parent / carer has proxy access, we will send you a letter, a few months before your 13<sup>th</sup> birthday, to advise you that this proxy access will stop and to ask you to register with us for Online access in your own name if you wish to continue this service.

If you would like to talk about this in more detail, please contact the Practice Manager.