

854 Dental Health Data Protection Privacy Notice for Patients

This **Privacy Notice**, a shortened version of our General Data Protection Regulations (GDPR) Policy, explains what Personal Data the practice holds, why we process it, who we might share it with, and your rights and freedoms under the Law.

854 Dental Health is a private general dental practice, we are not a public body. We process (obtain, store, update & archive) data in accordance with the GDPR, which replaces the Data Protection Act (DPA) 2017 on 25th May 2018.

We are registered with the Information Commissioners Office and our Data Controller under the terms of the DPA and the GDPR is Richard J Hull. Our Data Protection Officer is Helen Dailey

The GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Up to date
- Kept in a form which permits identification for no longer than is necessary
- Processed with appropriate technical and organisational measures to ensure security of personal data

What personal information do we hold?

Name, address, date of birth, telephone numbers, email if given, medical histories, referral correspondence, emergency contact details, dental records, payment plan details and credit card receipts.

Some of this information is sensitive ("special category"), the rest is non-sensitive. If patients have joined a plan then we retain a copy of the paperwork including the direct debit details.

How is this information collected?

The majority of the data we hold is collected directly from our patients and other data is obtained on an individual basis with patients' specific consent, for example; copies of dental records/radiographs from previous dental practitioner .

Why is this information collected/processed? How will it be used ?

Our lawful bases for collecting/processing non-sensitive data are legitimate interest and necessary for compliance of a legal obligation.

Our lawful bases for collecting/processing sensitive data are for the purposes of medical diagnosis and the provision of dental health care and treatment.

We do not use automated decision making

We do not process personal data for the purposes of direct marketing.

Who will patients' personal information be shared with?

The information we process will not be disclosed to anyone who does not need to see it.

We will share your personal information with third parties when required by law or to enable us to deliver a service to you or where we have another legitimate reason for doing so.

Third parties may include:

- Regulatory authorities such as General Dental Council or Care Quality Commission
- Payment scheme administrators
- Insurance companies, loss assessors, fraud prevention agencies
- In the event of a practice sale
- Dental laboratories, NHS or private healthcare providers

We may also share information where we consider it to be in a patients' best interests or if we have reason to believe an individual is at risk of harm or abuse.

We do not transfer your personal data outside the EU.

Security of Personal Data

Patients' personal information is kept securely, safely and confidentially. All physical records and data are stored securely on site and we adopt security measures to protect information processed electronically and carry out back-up procedures.

How long is personal information be kept for?

In line with Department of Health Guidelines, patients' personal information is retained for a minimum of 11 years after their last attendance (adults), or until the patient is 25 (children), and then destroyed securely. Where justified the maximum retention period is 30 years.

What are patients' right of access to their data ?

Under GDPR, patients (whilst living) have a statutory right to see all personal data we hold about them, including their dental records. We would carry out the disclosure as quickly as possible and in any case within one month from receiving a written and signed patient request.

If a patient dies this right passes on to those who may have a claim against their estate and arises under the Access to Health records Act 1990.

Further information and Concerns

Should you require further detail about how we handle or process your personal information, and your rights under data protection legislation, please contact Helen Dailey for a copy of our full GDPR Policy and Procedure.

Any concerns about how data is processed should be raised with Helen Dailey on 01202 512967 at 854 Dental Health, 854 Wimborne Rd, Moordown, BH9 2DS and every attempt will be made to resolve the matter. If you still have concerns then the Information Commissioners Office can be contacted at www.i.c.o.org.uk/concerns or call them on 0303 123 1113

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