



Data Protection Policy (Personal Data)

Elm Tree Denture Clinic complies with the 2018 Data Protection Act and this policy describes our procedures for ensuring that personal information about patients is processed fairly and lawfully.

WHAT PERSONAL DATA DO WE HOLD?

In order to provide you with a high standard of dental care and attention, we need to hold personal information about you. This personal data comprises:

1. Your past and present medical and dental condition.
2. Personal details such as your age, address, telephone number and the name and address of your medical practitioner.
3. Clinical photographs and study models.
4. Information about the treatment that we have provided or propose to provide and it's cost.
5. Notes of conversation for which a record needs to be kept.
6. Records of consent to treatment.
7. Any correspondence relating to you with other healthcare professionals, i.e. hospital or community services.

WHY DO WE HOLD INFORMATION ABOUT YOU?

We need to keep comprehensive and accurate personal data about our patients in order to provide them with safe and appropriate dental care.

HOW DO WE PROCESS THE DATA?

We will process personal data that we hold about you in the following ways:

1. Retaining information
We will retain your dental records whilst you are a patient, and after you cease to be a patient, for at least 11 years.
2. Security of information
Personal data about you is held on the practice computer system and in our manual filing system. The information is not accessible to the public and only authorised members of staff have access to it. Our computer system is password protected. Our processes are audited regularly to ensure compliance with this policy.
3. Disclosure of information
In order to provide proper and safe dental care, we may need to disclose personal information about you to:
 - Your general medical practitioner
 - The hospital or community services
 - Other health professionals caring for you
 - Private dental schemes of which you are a memberDisclosure will take place on a 'need to know' basis so that only those individuals/organisations who need to know in order to provide care to you and for

the proper administration of Government will be given the information. Only that information that the recipient needs to know will be disclosed. In very limited circumstances, or when required by law or a court order, personal data may have to be disclosed to a third party not connected to your health care. In all other situations, disclosure will only occur when we have your specific consent. Where possible, you will be informed of these requests for disclosure.

4. Access

You have the right of access to the data that we hold about you and to receive a copy. Access may be obtained by making a request in writing. We may require evidence of your identity before being able to comply with the request.

YOUR WISHES

If you do not wish personal data that we hold about you to be disclosed or used in the way described in this policy, please discuss the matter with us. You have the right to object but this may affect our ability to provide you with dental care