

Appletree Dental Studio

Data Protection Code of Practice for Patients

This practice complies with 1998 Data Protection Act. This policy describes our procedures for ensuring that personal information about our patients is processed fairly and lawfully.

What personal data do we hold?

For us to be able to provide you with the highest standard of dental care and attention, we need to hold personal information about you. This information will include:

Your past and current medical and dental condition and personal details such as your age, address, telephone contact numbers, your general medical practitioner and NHS number.

Radiographs, clinical photographs and study models.

Information about treatment we have provided or have proposed to provide and the costs.

Notes of conversations or incidents that may occur for which a record needs to be kept.

Record of consent to treatment.

Any correspondence relating to yourself with any other health care professionals, such as the hospital or community services.

Why do we hold information about you?

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

Also we need process your personal data in order to provide any care under NHS arrangements and to ensure the proper management and administration of the NHS.

How we process your data

We process personal data we hold about you in two ways.

Firstly we will retain your dental records while you are a patient of the practice, and should you cease to be our patient we will retain your dental records for at least eleven years or for children until the age of twenty five years (whichever is the longer).

Secondly personal data is held in the practice's computer system and in a manual filing system. This information is not accessible to the public and only authorised members of staff have access to it. Our computer system has secure audit trails and we back up information routinely.

Disclosure of information

In order for us to provide proper and safe dental care, there may be a need to disclose personal information about you to:

Your general medical practitioner.

Hospital or community dental services.

Other health care professionals caring for you.

The Inland Revenue.

Private dental schemes or insurances of which you are a member.

Disclosure will only take place on a 'need to know' basis, so that only those individuals or organisations who need to know in order to provide care to you and for the proper administration of Government (whose personnel are covered by strict confidentiality rules) 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 court order, personal data may have to be disclosed to a third party not connected with your health care. In all other situation, disclosure that is not covered by this Code of Practice will only occur when we have your specific consent. Where possible you will be informed of these requests for disclosure.

Access

You have the right of access to the data we hold about you and to receive a copy.

Access may be obtained by making a request in writing and the fee for access of up to £10 (for records held on computer) or up to £50 (for those held manually). We will provide a copy of the record within 40 days of receipt of the request and fee (where Payable) and an explanation of your record should you require it.

If you do not agree

If you do not wish personal data that we hold about you to be disclosed or used in the way that is described in this Code of Practice, please discuss the matter with your dentist. You have the right to object, but this may affect our ability to provide you with dental treatment.

Privacy Policy

Appletree Dental Studio is committed to ensuring that your privacy is protected. Any references to "we" or "us" are to Appletree Dental Studio.

What we collect

Your full name, telephone number, email address and any messages you may have sent to us.

What we do with the information we gather

Any personal information we collect from this website will be used in accordance to the Data Protection Act 1998.

If you a patient with us we may need to contact you by email or phone.

Information may be also gathered for internal record keeping.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, We have put in place suitable physical, electronic and managerial procedures to safeguard the information we collect on line.

Links from our website

This privacy policy only covers this website.

Please note that we have no control of websites outside the [domain name] domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

ICO Number

Our ICO Certificate number is: Z6272993 in the name of David Reekie