

D–Clinic

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Oral Surgery

+ Medicine



D-Clinic Privacy Policy

Data Protection Code of Practice

Our data protection code of practice lays out our procedures that ensure that D-Clinic and our employees comply with The Data Protection Act 1998 and The General Data Protection Regulations (GDPR) 2018.

What personal data do we hold?

To provide patients with a high standard of dental care and attention, we need to hold their personal information. This personal data can include:

- Past and current medical and dental condition; personal details such as age, address, telephone number and general medical practitioner
- Radiographs, clinical photographs and study models
- Information about their treatment that we have provided or propose and its cost
- Notes of conversations or incidents that might occur for which a record needs to be kept
- Records of consent to treatment
- Any correspondence relating to them and other health care professionals, for example to referring dentists and dental laboratories.

Why do we hold information about you?

We need to keep comprehensive and accurate personal data about patients to provide you with safe and appropriate dental care. We will ask you to update your medical history and contact details every six months.

Retaining information

We will retain your dental records and study models while you are a patient of the Clinic and after you cease to be a patient, for at least eleven years, or for children until age 25, whichever is the longer.

Security of information

Personal data about you is held in the Clinic's computer system and/or in a locked manual filing system. The information is only accessible to authorised team members. Our computer system has secure audit trails and we back up information routinely.

Disclosure of information

To provide proper and safe dental care we may need to disclose personal information about you to:

- Your general medical practitioner
- Your general dental practitioner
- Other health professionals caring for you
- Dental laboratories used by us
- Private dental schemes or insurance of which you are a member
- Agents and Third parties as required by legal and law

Disclosure will take place on a 'need-to-know' basis. Only those individuals/organisations who need to know to provide care for you and for the proper administration of Government (whose personnel are covered by strict confidentiality rules) will be given the information. 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 with your health care. In all other situations, 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 to your records

You have the right of access to the data that we hold about you and to receive a copy. Parents may access their child's records if this is in the child's best interests and not contrary to a competent child's wishes. Formal applications for access must be in writing to the Clinic Manager.

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; however, this may affect our ability to provide you with dental care. You have a right to withdraw your consent at any time, however this will not be retrospective.

You have the right to complain to the ICO, which is the supervisory authority in the UK if you feel that we have breached the data protection code of practice. Their website address is www.ico.org.uk.