

Privacy Notice

To make sure that we at Sea Road Dental Practice can provide the best possible care for all of our patients, we need to hold personal information about them. The types of information we hold on our patients are as follows:

- Past and current medical and dental information
- Personal information such as name, D.O.B, address, telephone numbers and G.P details.
- Radiographs, clinical photographs and study models
- Information regarding treatment provided and costs for treatments
- Notes for any conversations or incidents that may have taken place for which records need to be kept
- Records of consent to treatments
- Any other correspondence relating to the patient and other healthcare professionals e.g.: hospitals or specialist groups for referrals etc

The reason that we hold this information is so that we can provide you with the most appropriate personalised and safe dental treatment possible. (For example medications can have an impact on treatment outcomes).

We will ask for regular reviews of medical histories including contact information, this is important as ensuring we have all the correct up to date information helps us to keep your information better protected.

We will retain your information in a secure manner for the whole time you are a registered patient with our practice and after you cease to be a patient we hold your information for at least 11 years, or for children until the age of 25 – whichever is longest.

Personal data is held in the practice computer system and also in a locked manual filing system. The information is only accessible to our authorised practice team members. Our computer system is backed up regularly with an encrypted back up system. Also passwords are needed to safely access records.

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

- Your G.P
- Other professionals caring for you such as hospitals or private dental services – for referral treatment.
- Agents and third parties (only as required by law).

Any disclosure will only take place on a need to know basis.

Information will never be shared for any other reasons - without obtaining prior consent.

You have the right to access the data we hold on you and to receive a copy if required.

Parents may access their child's records **IF** it is in the child's best interest and not contrary to a competent child's wishes.

You also have the rights to withdraw any consent at any time.

Please be aware that if you believe that we have in anyway mishandled your personal data you can make a formal complaint – with no adverse effect on your position as a patient with us.