

Noah's Ark Dental Practice

DATA PROTECTION POLICY

Keeping your Records

This practice complies with the 1998 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:

- Your past and current medical and dental condition; personal details such as your age, address, telephone number, GP details and any medication you may be taking
- Radiographs, clinical photographs and study models
- Information about the treatment that we have provided to propose to provide and its cost
- Notes of conversations/incidents that might occur for which a record needs to be kept
- Records of consent to treatment
- Any correspondence relating to you with other health care professionals, for example in the hospital or community services

Why Do We Hold Information About You?

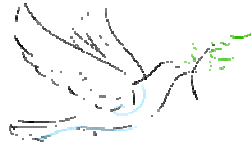
We need to keep comprehensive and accurate personal data about our patients in order to provide them with safe and appropriate dental care. We also need to process personal data about you in order to provide care under NHS arrangements and to ensure the proper management and administration of the NHS.

How We Process The Data

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

Retaining Information

We will retain your dental records whilst you are a practice patient and after you cease to be a patient, for at least eleven years or, for children until age 25, whichever is longer.



Noah's Ark Dental Practice

Security of Information

Personal data about you is held in the practice's computer system and/or in a manual filing system. The information is not accessible to the public and only authorised members of staff have access to it. Our computer is backed up regularly.

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

Other health professionals caring for you

NHS payment authorities

HMRC

The Benefits Agency, where you are claiming an exemption or remission from NHS charges

Private dental schemes of which you are a member

Disclosure 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 (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 the 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 will only occur when we have your specific consent.

Where possible, you will be informed of these requests for disclosure.

Access

Patients have the right to access data that we hold and receive a copy. Access may be obtained by making a request in writing and the payment of a fee for access of £10 (for records held on computer) or £50 (for those held manually or for computer-held records with non-computer radiographs). We may require evidence of your identity before being able to comply with the request. We will provide a copy of the record within 40 days of the request and fee (where payable) and an explanation of your record should you require it.

If Patients Do Not Agree

If patients do not wish personal data that we hold about them to be disclosed or used in the way that is described in this Policy, ask them to please discuss the matter with the dentist. Patients have the right to object but this may affect our ability to provide them with dental care.