

Privacy Notice

We are a Data Controller under the terms of the Data Protection Act 2018 and the requirements of the EU General Data Protection Regulation. The practice is committed to comply with the Data protection Act 2018 and the GDC standards by collecting, holding, maintaining and accessing data in a transparent way.

This **Privacy Notice** explains what Personal Data the practice holds, why we hold and process it, who we might share it with, and your rights and freedoms under the Law.

Types of Personal Data

The practice holds personal data in the following categories:

1. Patient clinical and health data and correspondence.
2. Staff employment data.
3. Contractors' data.

Why we process Personal Data (what is the "purpose")

"Process" means we obtain, store, update and archive data. We will Process your personal data in a way that is fair, transparent and in keeping with the law.

1. Patient data is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment, in addition it also helps us provide care under NHS arrangements.
2. Staff employment data is held in accordance with Employment, Taxation and Pensions law.
3. Contractors' data is held for the purpose of managing their contracts.

What is the Lawful Basis for processing Personal Data?

- **Purpose Limitation**- We will process personal data for the purposes for which it was collected- in order to provide you with the best quality care and to operate our dental practice.
- **Storage limitation**- We will not keep your data for any longer than necessary for us to provide our care to you, and we will delete any data that we no longer need to keep.
- **Data Minimisation**- We will only collect the personal data that we need to in order for us to provide to provide our care to you and operate our dental practice.
- **Accuracy**- We will do our utmost to ensure that the personal data we hold on you is accurate and up to date- and update promptly when you inform us of any changes.

Hard copy and computerised records are stored, reviewed and updated securely and confidentially. Records are securely destroyed when no longer required. Confidential information is only seen by personnel who need to see it and the team are trained on our policies and procedures to keep patient information confidential.

No information or comments about patients are posted on social networking or blogging sites.

The Law says we must tell you this:

1. We hold patients' data because it is in our **Legitimate Interest** to do so. Without holding the data we cannot work effectively. Also, we must hold data on NHS care and treatment as it is a **Public Task** required by law.
2. We hold staff employment data because it is a **Legal Obligation** for us to do so.
3. We hold contractors' data because it is needed to **Fulfil a Contract** with us.

Who might we share your data with?

We can only share data if it is done securely and it is necessary to do so.

1. Patient data may be shared with other team members and healthcare professionals who are caring for you, (for example if we refer you to a specialist or need laboratory work undertaken, issuing prescriptions and NHS/Denplan/Private dental treatment plan paperwork). This information will be shared 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 administration of government will be given the information, these personnel are covered by strict confidentiality rules.
2. Patient data may also be stored for back-up purposes with our computer software suppliers.
3. Benefits Agency, where you are claiming exemption or remission from NHS charges.
4. Employment data will be shared with government agencies such as HMRC.

In very limited circumstances or when required by law or court order , personal data may have to disclosed to a third party not connected to your health care. In all OTHER situations, disclosure that is not covered by this code of practice will only occur when we have your consent. Where possible your will be informed of these requests for disclosure

You have the right to:

1. Be informed about the personal data we hold and why we hold it.
2. Access a copy of your data that we hold by contacting us directly: we will acknowledge your request and supply a response within one month or sooner.
3. Check the information we hold about you is correct and to make corrections if not
4. Have your data erased in certain circumstances. **
5. Transfer your data to someone else if you tell us to do so and it is safe and legal to do so.
6. Tell us not to actively process or update your data in certain circumstances.

**As a dental care profession we are exempt from erasing your data as we fall under the 'special categories of data' (of the GDPR guidelines) and under Article 17 of the GDPR if processing is necessary for any of the below then it falls under the special categories of data:

- For the establishment , exercise or defence of legal claims
- For public health purposes (safety of health care)
- Data processed by or under the responsibility of a professional subject to a legal obligation of professional secrecy (health care professional)

How long is the Personal Data stored for?

1. We will store patient data for as long as we are providing care, treatment or recalling patients for further care. We will archive (that is, store it without further action) for as long as is required for legal purposes as recommended by the NHS or other trusted experts recommend. We will retain your records while you are a practice patient and after you cease to be a patient for 11 years or for children until the age of 25, whichever is the longest.
2. We must store employment data for six years after an employee has left.
3. We must store contractors' data for seven years after the contract is ended.

What if you are not happy or wish to raise a concern about our data processing?

You can complain in the first instance to us, at Holbrook Dental practice (addressed to Data protection officer) and we will do our best to resolve the matter. If this fails, you can complain to the Information Commissioner at www.ico.org.uk/concerns or by calling **0303 123 1113**.