

# THORNABY DENTAL CENTRE

## Privacy Notice for Patients

We are a Data Controller under the terms of the Data Protection Act 2018. We are registered with the Information Commissioner **No. ZA090252.**

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

### **Our Contact Details:**

Practice name and address: Thornaby Dental Centre

31 Allensway

Thornaby

TS17 9HA

Practice telephone number: 01642 750124

Practice e-mail address: thornabydental@gmail.com

Practice website: thornabydentalcentre.co.uk

Person responsible for Data Protection queries: **Kay Norman**

### **What types of patients' Personal Information do we hold?**

The practice holds patients' Personal Information in the following categories:

- Name, identity, (e.g. date of birth) and contact details.
- Family details including anyone who may need to give consent for your care.
- Medical history, your GP's details, [your NHS number]
- Dental history, records of treatment provided, x-rays and photographs.
- Payment details and financial information in connection with your care.
- Correspondence relating to your care

### **Why do we process patients' Personal Information? (What is the "purpose"?)**

"Process" means we obtain, store, update and archive your Information.

Patients' Personal Information is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment and the maintenance of accurate records.

### **What is the Lawful Basis for processing your Personal Information?**

The Law says we must tell you this.

We hold patients' Personal Information because it is in our Legitimate Interest to do so. Without holding the Information we cannot provide your care and treatment effectively. [Also, we must hold information on NHS care and treatment as it is a Public Task required by law].

What do we do with your Information?

We will only share your information if it is done securely and it is necessary for us to do so.

- Your personal information may be securely shared with other healthcare professionals who need to be involved in your care (for example if we refer you to a specialist, need laboratory work undertaken or need to consult with your doctor)
- We may also share your personal information securely to third parties where we are required by law or regulation to do so. This may include:
  - o The General Dental Council
  - o The Care Quality Commission [or relevant Regulatory body]
  - o Dental payment plans or insurers
  - o [NHS Bodies if NHS dental care and treatment is provided]

### **How do we store your information?**

Your Information is stored securely at the practice in paper form, and/or on protected computer systems. Computer information is backed up regularly and may be securely stored away from our premises.

We will keep your Information for as long as you are having dental care and treatment from us or

ask us to remind you or send you future appointments. Otherwise we will archive it (that is, store

your Information without processing it) [for as long as the NHS or other trusted experts advise.]

[For fifteen years from your last contact with us (or until you are age 25 if you are 16 and under, or age 26, if aged 17 when treatment finished).