

DATA PROTECTION PRIVACY NOTICE

Slieve Commedagh Clinic complies with the Data Protection Act (1998) and general Data Protection Regulation (GDPR) 2018, ensuring that your information is processed fairly and lawfully.

What personal information do we need to hold?

- Your past and current medical dental condition
- Personal details such as age, address, phone, email, medical practitioner and NHS number
- We may need to request details of your height and weight for hospital referrals
- Radiographs, clinical photographs and study models
- Information about treatment we have provided and its cost
- Notes of conversations/incidents that might occur for which a record is required
- Records of consent to treatment
- Any correspondence relating to you with other health care professionals

Why do we hold this information?

To provide you with safe and appropriate dental care. We also need to process personal data about you if we are referring you to NHS hospitals and to ensure the proper management and administration to the NHS.

Retaining information

We are required to retain your dental records, x-rays and study models while you are a patient of Slieve Commedagh Clinic and after you cease to be a patient for at least 11 years or until age 25, whichever is longer.

Security

Your information is held in the Slieve Commedagh Clinic software system and in a secure manual filing system. The information is only accessible to authorised personnel. Personal information will not be removed from Slieve Commedagh Clinic without patient consent. Your personal information is protected by staff and can only be accessed by regularly changed passwords. Data is encrypted and computer terminals are closed if unattended.

Why we may need to disclose your information to:

- Your GP
- The hospital or community dental services
- Other health professionals caring for you
- Private dental schemes of which you are a member

Disclosure will only take place on a 'need to know' basis. Only information that recipients require will be disclosed. When required by law or court order, personal data may have to be disclosed to a third party not connected to your health care. In any other circumstances, specific consent will be requested from the patient.