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PRACTICE DATA PROTECTION CODE OF PRACTICE FOR PATIENTS

KEEPING YOUR RECORDS

This practice complies with the 2018 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?

To provide you with a high standard of dental care and attention, we need to hold personal information about you. This personal data includes:

- your past and current medical and dental condition; personal details such as your age, national insurance number/NHS number, address, telephone number, next of kin details and your general medical practitioner
- radiographs, clinical photographs and study models
- information about the treatment that we have provided or propose to provide and its cost
- notes of conversations/incidents about your care, for which a record needs to be kept
- records of consent to treatment
- 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 while you are a practice patient and after you cease to be a patient, for at least 11 years or for children until age 25, whichever is the longer.

Security of information

Personal data about you is held in the practice's computer system and/or in a manual filing system. This information is not accessible to the public; only authorised members of staff have access to it. Our computer system has secure audit trails and we back up information routinely.

Disclosure of information

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

- your general medical practitioner
- the hospital or community dental services
- other health professionals caring for you
- NHS payment authorities
- the Inland Revenue
- the Benefits Agency, where you are claiming 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 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 that is not covered by this Code of Practice will only occur when we have your specific consent.

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

Access

You have the right of access to the data that we hold about you and to receive a copy. Access may be obtained by making a request in writing. We will provide a copy of the record within 20 days of receipt of the request, an explanation of your record should you require it.

If you do not agree

If you do not wish personal data that we hold about you to be disclosed or used in the way that is described in this Code of Practice, please discuss the matter with your dentist. You have the right to object, but this may affect our ability to provide you with dental care.

Changes to the Data Protection from 2018

Changes from 2018 are that there is stronger legal protection for more sensitive information such as:

- Race
- Ethnic background
- Political opinions
- Religious beliefs
- Trade union membership
- Genetics
- Biometrics (where used for identification)
- Health
- Sex life or orientation

Under the Data Protection Act 2018

- Be informed about how your data is being used.
- Access Personal Data
- Have incorrect data updated
- Have data erased
- Stop or restrict the processing of your data
- Data portability (allowing you to and reuse your data for different services)
- Object to how

You also have rights when an organisation is using your personal data for:

- Automated decision- making processes (without human involvement)
- Profiling, for example to predict your behaviors or interests.

Personal Data Parklands Dental Care Can Keep About an Employee:

Employers can keep following data without their permission:

- Name
- Address
- DOB
- Sex
- Education and Qualifications
- Work Experience
- National Insurance Number
- Tax code
- Emergency history with the organisation
- Employment terms and conditions
- Any accidents connected with work

- Any training
- Any disciplinary action

An employee has a right to be told:

- What records are kept and how they're used
- The confidentiality of the records
- How these records can help with their training and development at work.

If an employee asks to find out what data is kept on them, the employer will have 30 days to provide a copy of the information.