

Privacy Notice

B & R Dental Care

We are a Data Controller under the terms of the Data Protection Act 2018 and the requirements of the EU General Data Protection Regulation.

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. (Associates, Therapists, Hygienists, outside contractors such as engineers)

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

"Process" means we obtain, store, update and archive data.

1. Patient data is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment. It is never used for marketing purposes.
2. Staff employment data is held in accordance with Employment, Taxation and Pensions law.
3. Associates data is held for the purpose of managing their contracts.

What is the Lawful Basis for processing Personal Data?

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. 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 associates' 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**.

- Patient data may be shared with other healthcare professionals who need to be involved in your care (for example if we refer you to a specialist, an orthodontist or need laboratory work undertaken). We will always gain your consent to do this.
- With regards to lab work, we, as a practice, will not use any identifiable information. A unique patient code will be used instead of your full name.
- We submit some of your treatment details to the NHS. This is agreed to when you sign the blue form required as part of our contract. If you would like to see the NHSBSA privacy policy, please ask a staff member
- Patient data may also be stored for back-up purposes with our computer software suppliers who also store it securely.
- Patient data can be shared internally for the purpose of delivering safe and appropriate dental care, between the 2 practices. All our staff are trained in data protection and it is accessed through a secure, remote internet connection, not over email.

Employment data will be shared with government agencies such as HMRC.

Your Rights

You have the right to:

1. Be informed about the personal data we hold and why we hold it. We do this by providing notices in the waiting room, on our website and on your appointment cards.
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. (Please ask a member of staff to discuss our record access policy if you need to)
3. Check the information we hold about you is correct and to make corrections if not. At the start of every new course of treatment, you will be provided with a medical form. This form has your name, address, telephone numbers and e-mail address pre-printed. It is your responsibility to let us know if anything has changed and it will be amended straight away.
4. Have your data erased in certain circumstances. We will rectify anything that is incorrect.
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.

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. This is currently 11 years
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 our Data protection Officer, who is Gemma Bird 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.

