

## **HOW WE USE YOUR HEALTH RECORDS**

This practice complies with the 1998 Data Protection act and describes our procedures for ensuring that personal information about patients is processed fairly and lawfully.

### **What personal data do we hold?**

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

- \* Your past and current medical and dental condition, personal details such as age, national insurance number, address, telephone number and GP details.
- \* Radiographs, clinical photographs and study models.
- \* Information about treatment that we have provided or propose to provide and associated costs.
- \* Notes of conversations/ incidents that might occur for which a record needs to be kept.
- \* Record of consent to treatment
- \* Any correspondence from other healthcare professionals.

### **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 at the practice and after you cease to be a patient, for at least eleven 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. The information is not accessible to the public and only authorised members of staff have access to it. Our computer system has secure audit trails and we back up the information routinely.

### **Disclosure of information**

In order 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 care professionals
- \*NHS payment authorities
- \*Inland Revenue
- \*The benefits agency
- \*Private dental schemes

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 will be given the information. Only the 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.

### **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 and a payment of a fee for access of up to £10 (*for records held on computer*) or £50 (*for those held manually or for computer held records with non-computer radiographs*) We will provide a copy of the record within 40 days of receipt of the requested fee and 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.