

Robin Smith Dental Practice Privacy Notice

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.

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

"Process" means we obtain, keep, use, update, archive and dispose of your data.

1. Patient data is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment including safe and effective emergency dental treatment on an integrated patient database system on the ground floor of 156 Cumberland Street. All staff are held to the same duties of confidentiality and security.
2. Staff employment data is held in accordance with Employment, Taxation and Pensions law.
3. Contractors' data is held for the purpose of managing their contracts.

What is the Lawful Basis for processing Personal Data?

1. We hold patients' data because it is in our Legitimate Interest to do so. Without holding the data we cannot work effectively. Also, 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 contractors' data because it is needed to Fulfil a Contract with us.

Who might we share your data with?

We only share data if it is done securely and it is necessary to do so.

1. 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 or need laboratory work undertaken, NHS payment authorities and private dental schemes of which you are a member. Patient data may also be stored for back-up purposes with our computer software suppliers who are also obliged to store it securely.
2. 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.
2. Access a copy of your data that we hold by contacting us verbally or in writing: we will acknowledge your request and supply a response within one month or sooner and provide a copy free of charge a fee for a copy in most circumstances, if we do charge a fee we will explain why.
3. Check the information we hold about you is correct
4. And to make corrections if not correct
5. Have your data erased in certain circumstances.
6. Transfer your data to another dentist someone else if you tell us to do so and it is safe and legal to do so.
7. Tell us not to actively use or update your data in certain circumstances. Eg to stop sending you appointment reminders

If you wish to exercise your rights you can contact us verbally or in writing, if in writing please address your request to our Data Protection Officer Jenny Bowers at Robin Smith Dental Practice 156 Cumberland Street, Macclesfield SK10 1BP or by email. We will need to be sure of your identity as it is a right relating to personal data so may need some proof of identity.

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 or other trusted experts recommend.
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?

If you do not wish your data to be used as described you should discuss it with the dentist as we might not be able to continue to provide you with dental care. If you have a concern you can contact our Data Protection Officer Jenny Bowers on info@robinsmithdental.co.uk, tel 01625 508040 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 tel 0303 123 1113.