



Norfolk Dental Specialists Data Protection Policy

Keeping Your Records

Our practice complies with the 1998 Data Protection Act and this policy describes our procedures for ensuring that personal information about the patients is processed fairly and lawfully.

Personal Data We Hold

In order to provide you with a high standard of dental care and attention we need to hold information about you.

This personal data comprises of:

Your past and current medical and dental condition, personal details e.g. your date of birth, address, contact telephone number and your general medical practitioner details

Radiographs, clinical photographs and study models

Information about the treatment that we have provided or propose to provide and its cost

Records of conversations and incidents that might occur and require records kept

Consent to treatment

Correspondence relating to you with other health providers e.g. hospital or community services

Why Do We Hold Information About You?

We need to keep comprehensive and accurate personal data in order to provide safe and appropriate care.

How We Process Data

We will process personal data as follows:

- We will retain your dental records whilst you are a patient with our practice
- We will retain your dental records after you cease to be a patient for at least 11 years
- Personal data about you is held on the practice computer system and in a manual filing system

This information is not accessible to the public and only authorised members of the team have access to it.

- Our computer system has secure audit trails and we back up information routinely

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 Professionals caring for you

For further information on confidentiality please contact our Practice Manager on 01603 632525 or info@ndspecialists.uk