

## Brixham Dental Practice

### General Data Protection Regulation Policy

Under the GDPR coming into force at the end of May 2018, we are required by law to document what personal information we keep for all patients, whether they come regularly or for an emergency appointment.

- ❖ At the time of booking your appointment we will take your full name, address, date of birth, email address and contact telephone. If booking through our email address, these details will be taken as well as an email address.
- ❖ At your initial examination at the practice, we will ask you to complete a full medical history, where we will also confirm your full name, address, date of birth, contact telephone numbers, an email address, Doctors details, emergency contact and medical conditions & prescriptions.
- ❖ All patients have a secure file on our dental computer system with all of the above details, your dental health, any pictures we may have taken, digital x-rays, any future appointments that may have been made, all past appointments with us and any medical conditions. All computers are password protected that only members of the team have access too, along with securely protected dental software.
- ❖ All computer systems are backed up online off site with a reputable dental software company. To ensure we have note of all patient records.
- ❖ We are required to keep this information for legal and insurance purposes. All information will be kept for a period of 11 years (or until a child has reached 21 years & 3 months – whichever period is longer), from initial communication after which it will be securely destroyed unless you are still a patient here. You do have a right to see any of the information we keep and to request any data to be changed (within legal reasons) and data be destroyed securely. If you do request the records to be destroyed, we as a dental practice are legally able to refuse due to General dental regulations that we must keep all dental health information for a minimum period (as stated above).
- ❖ We do not use the information for anything other than to contact you regarding your dental appointment or to discuss matters regarding to your dental treatment.
- ❖ We will only ever pass your information onto a third party for dental health reasons that have been discussed at your appointment. A dental referral, which we will gain your consent before carrying out, is only accessible by password encrypted emails to the third party that adhere to our model contract for data processing.
- ❖ We will not use your personal information for any marketing reasons, although we as a dental practice may request to use your testimonials and pictures for our website, but we will never publish any names or other personal details and photos will be cropped to avoid facial recognition.
- ❖ Any information given to us through our message service on our Facebook page can only be accessed by our professional team and no one else. You may request that once we have made note of those personal details on your records that we delete the messages.

Dated: 23.5.2018

Brixham Dental Practice Limited