

## Amersham Hill Dental Clinic

### Privacy Notice

The Practice aims to meet the requirements of The Data Protection Act 2018, the General Data Protection Regulations (GDPR), the guidelines on the Information Commissioner's website as well as our professional guidelines and requirements.

The data controller and data protection officer is Ms. N. Stevens

This privacy notice is available on our website [www.amershamhilldental.com](http://www.amershamhilldental.com); also, at reception.

You will be asked to provide personal information when joining the practice. The purpose of us processing this data is to provide optimum health care for you.

The categories of data we process

- Personal data for the purpose of staff and self-employed team member management
- Personal data for the purposes of direct mail/email/text □ Special category data including health records for the purposes of the delivery of healthcare
- Special category data including health records and details of criminal record checks for managing employees and contracted team members.

We never pass your personal details to a third party unless we have a contract for them to process data on our behalf and will otherwise keep it confidential. If we intend to refer a patient to another practitioner or to secondary care such as a hospital, we will gain the individual's **before** the referral is made and the personal data is shared.

- Personal data is stored in the EU whether in digital or hard copy format
- Personal data is stored in the US in digital format when the data storage company is certified with the EU-US Privacy Shield
- Personal data is obtained when patient joins the practice, when patient is referred to the practice and when a patient subscribes to an email list

The lawful basis for processing special category data such as patient's and employees' health data is:

- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the prevention of health or social care or treatment or management of health or social care systems and

services on the basis of Union or Member State law or a contract with health professional

The lawful basis of processing personal data such as name, address, email or phone number is:

- Consent of the data subject
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

The retention period for special data in patient records is a minimum of 10 years and may be longer for complex records in order to meet our legal requirements. The retention period for staff records is 6 years. The retention periods for other personal data are 2 years after it was last processed. Details of other retention periods are available in the Record Retention procedure available from the practice.

You have the following personal data rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (Clinical records must be retained for a certain time period)
- The right to restrict processing
- The right to data portability
- The right to object

Further details of these rights can be seen in our Information Governance Procedures or at the Information Commissioner's website. Here are some practical examples of your rights:

- If you are a patient of the practice, you have the right to withdraw consent for important notifications. You can inform us to correct errors in your personal details or withdraw consent from communication methods such as telephone, email or text. You have the right to obtain a free copy of your patient records.
- If you are not a patient of the practice you have the right to withdraw consent for processing personal data, to have a free copy of it, to correct errors in it or to ask us to delete it. You can also withdraw consent from communication methods such as telephone, email or text.