

Leamington Spa Dental Practice

1 Radford Road, Leamington Spa, CV31 1NG

Data Protection Code of Practice

At Leamington Spa Dental Practice, our data protection code of practice provides the required procedures to ensure that we comply with the *1998 Data Protection Act*. It is a condition of engagement that everyone at the practice complies with the code of practice.

Keeping your records

This practice complies with the *Data Protection Act (1998)*. This policy describes our procedure for ensuring that personal patient information 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 your age, national insurance number/NHS number, address, telephone number and your general medical practitioner
- radiographs, clinical photographs and study models
- information about the treatment that we have provided or propose and its cost
- notes of conversations or incidents that might occur for which a record needs to be kept
- records of consent to treatment
- any correspondence relating to you with other health care professionals, for example in the hospital or community services.

Why do we hold information about you?

We need to keep comprehensive and accurate personal data about patients in order to provide you 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 do we process the data?

We will process personal data that we hold about patients in the following way:

Retaining information

We will retain your dental records and orthodontic study models while you are a practice patient 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 patients is held on the practice 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 is password protected, has secure audit trails and we take back ups regularly. Our processes are audited regularly to ensure compliance with this policy.

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 professionals caring for you
- NHS payment authorities
- The Inland Revenue
- The Benefits Agency, where you are claiming exemption or remission from NHS charges
- Private dental schemes of which you are a member.

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 (whose personnel are covered by strict confidentiality rules) will be given the information. Only that 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. Where possible you will be informed of these requests for disclosure.

Access to your records

Patients have the right of access to the data that we hold about them and to receive a copy. Access may be obtained by making a request in writing. Patients will be required to pay a fee of £10 for access to computer records or for records held in part on computer and in part manually, £30 or £50 for access to manual records (including radiographs). We may require evidence of identity before being able to comply with the request. We will provide a copy of the record, and an explanation of the record if required within 40 days of the request and payment of the fee.

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, however this may affect our ability to provide you with dental care.