



H A R P A L C H A N A

PRIVACY POLICY

Your Dental Records

Your dental records will remain confidential and secure. We will try to contact you before releasing your dental records to another organisation should the situation arise.

What personal data do we hold?

In order to provide patients with a high standard of dental care and attention, we need to hold personal information about them. This comprises:

- Past and present medical and dental condition.
- Personal details such as age, National Insurance/NHS number, address, telephone number and the name and address of their medical practitioner.
- Radiographs, clinical photographs, and study models.
- Information about the treatment that we have provided or propose to provide and its cost.
- Notes of conversations/incidents that might occur for which a record needs to be kept.
- Records of consent to treatment.
- Any correspondence relating to them with other healthcare professionals i.e. hospital or community services.

Disclosure of personal data

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 patients and for the proper administration of Government 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 to health. In all other situations, disclosure will only occur when we have the patient's specific consent. Where possible, they will be informed of these.