

# Data Privacy Notice for patients - what we do with your data

Data Controller	The Smile Clinic. This is the organisation responsible for the Data collected.
Data Protection Officer (DPO)	Rosemin Patel ( <a href="mailto:thesmileclinic@gmail.com">thesmileclinic@gmail.com</a> ). The person allocated to take responsibility for the regulation of the data
<p>Principle 1: legality, transparency and fairness</p> <p><i>There are circumstances when personal information can be disclosed:</i></p> <ul style="list-style-type: none"> <li>— where expressly the patient has given consent</li> <li>— where disclosure is necessary for the purpose of enabling someone else to provide health care to the patient and the patient has consented to this sharing of information</li> <li>— where disclosure is required by statute or is ordered by a court of law</li> <li>■ where disclosure is necessary for a dentist to pursue a bona-fide legal claim against a patient, when disclosure to a solicitor, court or debt collecting agency may be necessary.</li> <li>— Disclosure of information necessary in order to provide care and for the functioning of the NHS Information may need to be disclosed to third party organisations to ensure the provision of care and the proper functioning of the NHS.</li> </ul>	<p>The data we hold is the personal information you have provided, consent forms you have signed and correspondence ( from referral services or regulatory bodies such as social services ) as well as our clinical and appointment records. We need to collect this data to provide you with dental care and for no other purpose.</p> <p>We would always assess the need to share information for it's justification and only the information essential to share would be made available. Data is not shared with other businesses for marketing purposes but we will request your permission to send you newsletters from the practice to keep you informed of changes. If we hold data for a child registered at the practice, a parent or guardian will be allowed access to the child's record as long as the child is below the age of 13 (Data Protection Act 2018)</p>
Principle 2: Purpose Limitation	Data collected on you will be limited to what is essential to provide you with a dental service. Your data will not be shared without your consent unless disclosure is permissible without consent.
Principle 3: Minimisation	The data collected will be relevant, essential and diagnostic towards your dental care.
Principle 4: Accuracy	Records will be updated regularly, contemporaneous and stored on IT software which does not allow retrospective editing. If you have concerns with the accuracy of your records you should bring this to the attention of the staff.



[www.thesmileclinicbolton.com](http://www.thesmileclinicbolton.com) / [www.thesmileclinicpreston.com](http://www.thesmileclinicpreston.com) / [www.thesmileclinicborwich.com](http://www.thesmileclinicborwich.com)  
 BOLTON - Unit 9, Marsden House, Marsden Road, Bolton, Lancashire, BL1 2JT 01204-398393  
 PRESTON - Unit 2, Deepdale Pavilions, Osbourne Way, Preston, PR1 6PZ 01772-825531  
 HORWICH - 37 Victoria Road, Horwich, BL6 5ND 01204-468019  
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<p>Principle 5: Storage Limitations</p>	<p>If you do not wish us to hold information, you have the right to request erasure of the data from our records unless the information you are requesting to erase would be detrimental to the service we have provided in which case we may not be able to continue providing you with care. If you would like a copy of your records, please request in writing to the practice and a paper copy of your records will be provided free of charge within 2 weeks. We will store your data for 11 years or until the age of 25 ( whichever is the longest) after the last date of your care and then dispose of your records.</p>
<p>Principle 6: Integrity and Confidentiality</p> <ul style="list-style-type: none"> <li>— <i>Some of our data is stored on a secure iCloud business account which is password protected and has selective user access.</i></li> <li>— <i>Please ask for our IBOX white paper for more details as to how the account stays GDPR compliant</i></li> </ul>	<p>The data is stored on our password protected computers which are selective for each individual user. A back up of this data is done daily to protect loss of data in case of emergencies which is also encrypted and password protected. We do store selective data on our secure cloud database. Access is centrally managed and monitored. Data not required to be stored and has been uploaded to the cloud, is shredded by a certified shredding company to protect confidentiality</p>
<p>Principle 7: Accountability</p>	<p>We audit our data protection policies and systems annually and to date have had no breaches. In case we do have a breach in the data protection, you will be informed at the earliest opportunity and it will also be reported to the information commissioner's office.</p> <p><i>If you have any concerns or queries with regards to the General Data Protection Regulation, please email us on: <a href="mailto:thesmileclinic@gmail.com">thesmileclinic@gmail.com</a> and Rosemin Patel will reply back to you within 2 weeks or alternatively contact the information Commissioner's Office:</i></p> <p><i>Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</i></p>

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