

## Privacy Notice – Dental Service

The Dental Academy is committed to using your personal data responsibly. This Privacy Notice explains what personal data the practice holds, why we hold and process it, who we might share it with, and your rights and freedoms under the Law.

### 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, 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 to provide
- notes of conversations/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 our patients in order to provide them with safe and appropriate dental care. We also need to process (use) personal data about you in order to provide care under NHS arrangements and to ensure the proper management and administration of the NHS.

### How we process the data

We will only process your data if we have a lawful reason to do so. Under the General Data Protection Regulation the legal basis for the processing of personal data in the delivery of direct care and for administrative purposes is public interest – ‘the performance of the task is carried out in the public interest or in the exercise of official authority’.

Where we process special category information the additional legal condition for doing so is ‘for the provision of health or social care or treatment or the management of health or social care systems’. The Dental Academy will generally only hold special category information in relation to health matters and race or ethnic origin.

We will process personal data that we hold about you in the following ways:

#### ***Retaining information***

We will retain your dental records while you are a practice patient. After you cease to be a patient your records will be held for:

Adults: ten years

Children: ten years or until age 25, whichever is the longer.

#### ***Security of information***

Personal data about you is held in the Dental Academy’s 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 has secure audit trails and we back up information routinely.

## ***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
- NHS managers and the Department of Health for the purposes of planning, commissioning, managing and auditing healthcare services;
- Bodies with statutory investigative powers - e.g. the Care Quality Commission, the GDC, the Audit Commission, the Health Service Ombudsman;

Disclosure will take place on a 'need-to-know' basis, so that only those individuals or 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 Privacy Notice will only occur when we have your specific consent.

Where possible you will be informed of these requests for disclosure.

## ***Education and Patient Information***

As the Dental Academy is a training establishment patient information is used for educational purposes. Whenever possible information will be anonymised (stripped of all information that might identify individuals). However there may be occasions where information that can identify the patient such as a photograph will be used for teaching. For this reason when you first come to the Dental Academy we ask you to consent to your medical records being used for educational purposes. If you do consent your information will not be used for any other purpose (e.g. research) without further consent being sought from you.

## **What are your information rights?**

Under the GDPR and Data Protection Act, you have the following rights:

- The right to request a copy of your personal data;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Dental Academy to retain such data;
- The right to withdraw your consent to the processing at any time, where we have sought your consent for this processing;
- The right to request that the transfer of your data to another practice;
- The right to request a restriction is placed on further processing of your data, where there is a dispute in relation to the accuracy;
- The right to object to the processing of personal data being used for direct marketing, profiling and research;
- The right to lodge a complaint with the Information Commissioners Office.

## **Contact us**

If you would like further information about any of these rights or you have any other queries, contact us:

Information Governance Lead  
University of Portsmouth Dental Academy  
William Beatty Building, Hampshire Terrace  
Portsmouth. PO1 2QG  
Email: [dental.academy@port.ac.uk](mailto:dental.academy@port.ac.uk)