

# Privacy Notice for Patients: Code of Practice

Braintree Dental Centre complies with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018. We will ensure that your information is processed fairly and lawfully

## What Personal Information do we need to hold?

We need to hold you past and present medical and dental history. Details such as your age, address, telephone number and your general medical practitioner.

- We may need to request details of your NHS number and entitlement to healthcare treatment and exemption status if applicable
- We will need to take and store radiographs, clinical photos and study models
- We will need to keep information about the treatment we have proposed and provided along with its price
- Notes of conversations or incidents that might occur for which a record needs to be kept
- Records of permission or consent for treatment
- Any correspondence relating to you with other healthcare professionals, for example in the hospital or community services

## Why do we hold this information?

We keep accurate personal data about patients to provide you with the appropriate and safe dental care. We also need to process personal data if we are providing care under NHS agreements and to ensure the proper management and administration of the NHS.

## Retaining Information

We are required by law to retain your dental records, X-Rays and study models while you are a patient of this practice and after you cease to be a patient for a minimum of 11 years or until the age of 25 (whichever is longer).

## Security

Information about you is stored in the practice's computer system and in a secure manual filing system. The information is only accessible to authorised personnel. Personal information will not be removed from this practice without the patients authorised consent.

The staff at Braintree Dental Centre protect your personal information. All access to information is held securely and can only be accessed by passwords that are routinely changed. Data is encrypted and computer terminals are locked if unattended.

## We may need to disclose your information

To provide a proper and safe dental care to our patients, it may be necessary to disclose your personal information to the following:

- Other health professionals caring for you; including but not limited to your GP, the hospital and/or community dental services
- NHS Payment Authorities
- The inland revenue
- The benefit agency, where you are claiming exemption or remission from NHS charges
- Private dental schemes of which you are a member

Disclosure will take place when relevant and at a need to know basis. Information will be transferred securely to organisations on a need to know basis on the condition that it is relevant to your treatment or for administration purposes. Only information that the recipient needs to know will be disclosed.

In very limited circumstances; or when required by law or court order, personal data may have to be disclosed to a third party not connected with your healthcare. 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.

## What if I do not agree?

If you do not wish personal data that we hold about you to be disclosed or used in the way that has been outlined within this code of practice, please discuss the matter with your dentist. You have the right to object, but this may affect our ability to provide you with dental care.

## Contact Information

Braintree Dental Centre  
9c Coggeshall Road  
Braintree  
Essex  
CM7 9DB

Telephone: 01376 321061

Email: [Braintree.dental1@btconnect.com](mailto:Braintree.dental1@btconnect.com)

Website: [www.braintreedentalcentre.co.uk](http://www.braintreedentalcentre.co.uk)