



Blessing Dental Surgery

Privacy Statement 2020

We seek your consent to obtain and process personal data for the purpose of providing you with dental treatment safely and to the highest standards. This statement is your guide to the principles of privacy and confidentiality which govern the collection, use, storage, disclosure and destruction of your personal data in Blessing Dental.

The data compliance officer in this practice is

It is important to obtain, use and store information about you, your general health and your dental health in order to provide dental care efficiently and reduce the risk of injury or other damage to your health. Your personal information is stored on computer. The personal data includes:

- Personal details such as your name, age, address, telephone numbers, email address
- Your doctor and relevant medical consultants
- Your medical and dental history
- X-rays, clinical photographs and study models
- Information about proposed treatment, options, consent to treatment, treatment provided and its cost
- Notes of conversations or incidents that might occur for which a record needs to be kept
- Any correspondence with other healthcare professionals relating to you including agreed referrals to other healthcare professionals.

We will regularly update your personal data, including your medical care, to keep it relevant. We ask that you please inform us of any significant changes, such as a change of address or other contact details. It is important to know that the collection, use or possible disclosure of this data may be crucial to our ability to safely provide you with the care you require.

You have access to a copy of your personal data upon written request. The fee for a copy of your personal data is €5. You will be provided with a photocopy of any x-ray in response to an access request.

All written requests should be addressed to:

Gráinne Whelan

Practice Manager, Blessing Dental Surgery

Staff within the practice will have access to the data on a 'need to know' basis to ensure you receive the highest standard of care.

It is practice policy to send you a reminder of when your next appointment or check up is due. This reminder is sent to you by text. We seek your consent to use your personal data for this purpose and advise you of your right to refuse to have your data used for this purpose. If you wish to be removed from our appointment texting service please advise our Practice Manager, Gráinne Whelan.

We retain all adult records for 10 years after the last treatment. In the case of children, the records are kept until the patient's 25th birthday.

All records are disposed by a secure, certified, method of destruction.