

N7 Dental Care

We will not share information that identifies you for any reason unless:

- You ask us to do so
- We ask and you give us specific permission
- We have to do this by law
- We have special permission because the interest of the public are thought to be of greater importance than your confidentiality (e.g if you had a serious medical condition that may put others you had come into contact with at risk)

Who are our partner organisations?

We may share information with the following main partner organisations:

- NHS Trusts (Hospitals, PCT'S)
- Special Health Authorities
- Ambulance Service

We may also share your information, with your consent and subject to strict sharing protocol on how it will be used, with:

- Social Services
- Education Services
- Local Authorities
- Voluntary Sector Providers

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This leaflet explains:

- **Why we collect information about you and how it is used.**
- **Who we may share information with.**
- **Your right to see your dental records and how we keep your records confidential**

How we keep your records confidential

As Healthcare professionals we have a legal duty to keep information about you confidential

We have a duty to

- Maintain full and accurate records of the care we provide to you
- Keep records about you confidential and secure
- Provide information in a format that is accessible (e.g large type if you are partially sighted)

N7 Dental Care



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General Data Protection Regulation (GDPR) Leaflet

Our web page:

www.n7dental.co.uk

Facebook

www.facebook.com/n7dentalcare

Providing NHS Dentistry



N7 Dental Care

Anyone who receives information from us also has a legal duty **KEEP IT CONFIDENTIAL**.

Everyone working at this practice is bound by a strict code of confidentiality

In order to provide you with the best possible care, we need to maintain proper records of your health and make sure this is available to your dentist, wherever and whenever possible. All of our staff are trained in their responsibilities to protect your data and are under legal obligations not to disclose this information to unauthorised bodies or people.

We aim to provide you with the highest quality of dental care. To do this we must keep records about you, your health and the dental care we have provided or plan to provide to you

These records may include:

- Basic details about you such as address, date of birth
- Contact we have had with you such as clinical encounters
- Notes and reports about your medical history
- Hospital letters
- Details and records about your medical care
- Results of X-rays
- Relevant information from people who care for you and know you well such as health professionals and relatives

We demonstrate good practice by:

- Discussing and agreeing with you what we are going to record about you
- Give you copies of any letter we are writing about you
- Showing you what we have recorded about you, if you ask

How your records are used

We use your records to:

- Provide a good basis for all dental care decisions made in consultation with you and other healthcare professionals
- Deliver appropriate dental care
- Make sure your dental care is safe and effective
- Work effectively with others who are providing you with health care

Others may also need to use records about you to:

- Check the quality of dental care (such as clinical audits)
- Protect the health of the general public
- Keep track of NHS spending
- Manage the health service and develop new services
- Teach new clinicians
- Help with research

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We use anonymous information wherever possible but on occasions we may use personal identifiable information for essential NHS purposes such as auditing. However, **this information will only be used with your consent**, unless the law requires us to pass on the information and if you prefer not to have your information shared you can opt out.

You have the right to confidentiality under the General Data Protection Act 2018 (GDPR), the HUMAN Rights Act 1998 and the common law duty of confidence (the Disability Discrimination and the Race Relations Acts may also apply)

You also have the right to ask for a copy of all your dental records

- Your request must be made in writing to the practice
- We are required to respond to you within 40 working days
- You will need to give adequate information (e.g full name, date of birth) You will be required to provide ID before any information is released to you

If you require this leaflet in a different format or you need further information or assistance, please contact the Practice Manager.