

Tupsley Dental Practice

Privacy Notice

Tupsley Dental Practice is a Data Controller under the terms of the Data Protection Act 2017 and the requirements of the EU General Data Protection Regulation 2018.

This **Privacy Notice** explains what personal data the practice holds, why we hold it and process it, who we might share it with and your rights to freedoms under the Law.

Types of Personal Data

The practice holds personal data under the following categories:

1. Patient clinical and health data correspondence
2. Staff employment data
3. Contractor's data
4. CCTV recordings of static and moving images without sound.

Why we process Personal Data (what is the purpose)

“Process” means we obtain, store update and archive data.

1. Patient data is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment.
2. Staff employment data is held in accordance with employment, taxation and pension's law.
3. Contractor's data is held for the purpose of managing their contracts.
4. CCTV data is held for the purpose of crime prevention and for patient and staff health and safety.

What is the lawful basis for processing personal data?

The law says that we must tell you this:

1. we hold patient's data because it is in our legitimate interest to do so. Without holding the data we cannot work effectively.
2. We hold staff employment data because it is a legitimate obligation for us to do so.
3. We hold contractor's data because it is needed in order to fulfil a contact with us.
4. We hold CCTV footage because it is necessary to perform tasks in the public interest and we have a legitimate interest in processing this information.

Who might we share your data with?

We can only share your data if it is done securely and if it is necessary to do so.

1. Patient data may be shared with other healthcare professionals who need to be involved in your care (for example, if we need to refer you to a specialist or if we need laboratory work to be completed).

[Patient data may also be stored for back-up purposes with our computer software suppliers – software of excellence – who may also store it securely overseas].

2. Employment data will be shared with government agencies such as HMRC, pension agencies and also accountants.

3. CCTV footage may only be shared when necessary, or if we are required to do so by law. We may be asked to provide footage to assist the police with any criminal damage or their investigations. We may also be asked for footage from insurance companies should, for example, there be an incident involving car accidents or damage to cars parked on the practice premises or other accidents or criminal damage at Tupsley Dental Practice. However, there is no planned regular or scheduled sharing of CCTV footage with any external organisation

Your rights

You have the right to:

1. Be informed about the personal data we hold and why we hold it.
2. Access a copy of our data that we hold by contacting us directly: we will acknowledge your request and supply a response within one month or sooner.
3. Check that the information that we hold about you is correct and to make corrections to it if not.
4. Have your data erased in ***certain*** circumstances.
5. Transfer your data to someone else if you tell us to do so and if it is safe and legal to do so.
6. Tell us not to actively process or update your data in ***certain*** circumstances.

How long is the personal data stored for?

1. We will store personal data for as long as we are providing care, treatment or recalling patients for further care. We will archive (that is, store without further action) for as long as is required for legal purposes. This is for 10 years (or until 21 years old – for children).
2. We must store employment data for 6 years after an employee has left the practice.
3. We must store contractor's data for 7 years after the contract has ended.
4. We will store CCTV footage for 2 months.

If you have any complaints, then you can complain in the first instance to our Data Protection Officer, who is **Claire Cooper-McQueen 01432 267388 email: pm@tupsleydentalpractice.co.uk** and we will do our best to resolve the matter in hand. If this fails, you can complain to the information commissioner at www.ico.org.uk/concerns