

Data Protection Policy

IGDP Limited is strongly committed to preserving the privacy of its patients and customers. This Data Protection and Security Policy lets you know about our policy for the collection and use of information about you and your transactions with us.

What data do we hold on you?

We need to hold information about you in order for us to provide you with a better quality of service. Information recorded may include:

- basic details about you, such as address, date of birth, next of kin;
- other details and notes about your dental health and treatment;
- information relevant to your continued care from other people who care for you and know you well, such as other health professionals and relatives.
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As part of providing a professional, safe and efficient service, there is certain information that we record. This includes details of treatment, medications and appliances provided. Details of advice given and referrals made to other health professionals are also recorded. This information won't be shared with anyone else except under the circumstances:

- you ask us to do so;
- we ask and you give us specific permission;
- we are required by law;
- we are permitted by law, for example where public interest overrides the need to keep the information confidential.

The types of people we may ask you for permission to share information with include your doctors (GP and hospital) and other health professionals such as specialists.

Anyone who receives information from us also has a legal duty to keep this information confidential, subject to recognised exceptions of the types listed above.

Your Rights

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

All of our staff contracts of employment contain a requirement to keep patient information confidential.

You have the right to ask for a copy of all dental records about you.

There may be a charge to have a printed copy of the information held about you. Your request must be made in writing. We are required to respond to your request within 40 days.

You will need to give adequate information in order for practice staff to identify you (for example, full name, address and date of birth). You will be required to provide ID, for example a passport, full driving license or credit/debit card before any information is released to you.

If you think any information we hold on you is inaccurate or incorrect, please let us know.

The Data Protection Register

Data Protection Act 1998

Register of Data Controllers

Registration Number: Z4714280

Data Controller: Stephan van Vuuren

Address: IGDP Limited, 66 Upper Street, London N1 0NY

The Information Commissioner enforces and oversees the Data Protection Act 1998 and the Freedom of Information Act 2000.

The Commissioner is a UK independent supervisory authority reporting directly to the UK Parliament and has an international role as well as a national one.

In the UK the Commissioner has a range of duties including the promotion of good information handling and the encouragement of codes of practice for data controllers, that is, anyone who decides how and why personal data, (information about identifiable, living individuals) are processed.