

Here at riada dental care we comply with the data protection act of 2018

This document will tell you all the data the practice holds on you, what we do with the data and why we process it, it will also tell you who we might share it with. It will also highlight the rights you have under this law

The types of personal data we hold

Patient clinical and health records

Staff employment data

The purpose of us processing the data

We hold patient data so that we can give the safest treatment the most appropriate treatment and the best level of treatment

The reason we hold staff employment data is so that we comply with employment, taxation and pension laws

What is the lawful basis for processing your personal data?

Under the data protection act 2018 we must tell you that we hold your data because it is in our legitimate interests to do so. We also hold this information for NHS dental care and treatment because this is required by law.

We hold staff employment data as it is a legal obligation to do so

Here at riada dental care we only share your data if it is done securely and only to people who it is necessary for them to have your data. For example, if you are referred to a specialist.

We also share your personal information with other health care professionals who are also involved in your care. The employment data we hold will be shared with government agency's for example, HMRC.

Under the data protection act you have a right to know what data we hold and why we hold it.

- Access a copy of all your data what we hold by contacting us directly.
- You can check all the data we hold about you and if any of the data is wrong you can correct it
- Under certain circumstances you can request that that all your personal data is erased. For example, if you are no longer a patient of riada dental.
- We will transfer your data to anyone if you tell us to do so and is safe secure and legal to do so.
- You can tell us to not actively process or update your data in certain circumstances

How long do we store your data for?

We store your patient data for as long as you are a patient of riada dental care. Once you are no longer a patient of Riada dental care we will store your data with no further action for legal purposes as recommended by the NHS or other trusted experts

If you are a previous employee, we must store employment data for six years after an employee has left for legal reasons

If you are unhappy with how we process or store our data, please don't hesitate to speak to – and we will try our best to resolve your issue. If you are unhappy that your issue was not resolved you can contact the information commissioner at www.ico.org.uk/concerns or call 0303 123 1113