

How We Protect and Respect Your Privacy

To provide you with the very highest standard of dental care, we need to ask you for some personal information. In addition to personal details such as name, address and telephone numbers, it is necessary to ask you some questions about your child's general health as well as details about medical conditions and any current medications being taken. This information is vital to protect your child and assist the dentist to offer the best solution to their dental needs.

We realise that some health information may be sensitive and that you may not like this to be discussed or given or disclosed to other people.

This Practice recognises the need to protect the information given by you regarding your child's health. With this in mind, we give you the following undertakings:

- The health information given will only be used by the treating dentist to give you the highest standard of dental care.
- It will not be disclosed to anyone who is not directly associated with your child's dental treatment, without your express consent.
- You will be able to access the information that we hold about your child and will provide access without undue delay. This may be to inspect the dental record at the time of the appointment or to access or copy the records at other times.
- There will be no charge to view the dental records but there may be reasonable fees associated with the copying of dental records or for duplicating x-ray films
- We will try to ensure that at all times, the details we keep about your child are accurate, complete and up-to-date and ask you to keep us informed about any changes in you or your child's personal details and any health matter.
- We will take all reasonable steps to protect and secure this information from misuse or loss and from unauthorised access, modification or disclosure.
- All staff understand the importance of confidentiality and privacy.
- You will always have the opportunity to discuss these matters with your child's dentist in private.