

## Privacy Policy

### **The type of personal information I collect**

I currently collect, store, and use the following information:

- Personal Details: Your full name, title, date of birth, gender, address, telephone number, email address & occupation
- Medical Details: History & current medical conditions, including medications, disabilities, GP details, symptoms & investigations ongoing
- Brain Health: Physical or mental conditions including stress levels
- Dental Health: History of symptoms, treatment, oral routine at home, radiographs (x-rays), clinical photos & appointment notes & recordings
- Consent to treatment letters
- Emergency contact details

### **How I receive your personal information and why I have it**

The personal information I use & store is provided to me directly by you, a guardian, a person who has power of attorney, or a dental or medical professional who has gained consent by you, for one of the following reasons:

- For me to safely give you the best treatment required & give the most appropriate advice for your individual needs
- To be able to communicate effectively to meet your needs in the best interest of you

*I will not disclose any of the information provided to me to anyone without your prior consent to do so. If by law I am required to do so you will be informed of this.*

## How I store your personal information

Your information is securely stored on paper file located at the above address in a filing cabinet. The premises is securely locked out of hours. Some information at times will be transferred digitally and kept in a password protected and encrypted cloud location. Where your paper notes are transferred out of the above premises, they will be kept safe in my possession and returned immediately as appropriate.

I am registered with the ICO as a data controller. I comply with the Data Protection Act 1998, the Freedom of Information Act 2000, The General Dental Council Guidelines and the GDPR regulation 2018. Your records are retained for the time you are a patient of mine and thereafter for 10 years before being destroyed.

The transmission of information via the internet is not completely secure. I can't guarantee the security of data transmitted online. Transmission is done so at your own risk.

## Your data protection rights

Under data protection law, you have rights to ask for access to your notes and receive copies of your personal information.

**Your right to rectification** - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

**Your right to restriction of processing** - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that I transfer copies of the personal information you gave to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Sarah Tomlinson

Dental Hygienist

[www.sarahtomlinson.co.uk](http://www.sarahtomlinson.co.uk) | 07525777193 | [dental@sarahtomlinson.co.uk](mailto:dental@sarahtomlinson.co.uk)

2 Abbots Road, Abbots Langley, Herts, WD5 0AZ

**SARAH TOMLINSON**

Dental Hygienist

RDH, RDN

## How to complain

If you have any concerns about the use of your personal information, you can make a complaint to Sarah Tomlinson Data Protection Officer by email at [dental@sarahtomlinson.co.uk](mailto:dental@sarahtomlinson.co.uk) or in writing at 2 Abbots Road, Abbots Langley, Herts, WD5 0AZ

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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