



## **Privacy Notice for Court Dental Clinic for Patient Data**

This practice complies with the 2018 Data Protection Act and this policy describes our procedures for ensuring that personal information about patients is processed fairly and lawfully. This Privacy Notice is a shortened form of our Privacy Policy and any patient who wishes to have a copy of our full Policy should ask Dr Zehra Alshafi who is the practice Data Protection Officer. The practice Data Controller is Dr Yusuf Alshafi.

### **1. Personal data held for our patients:**

- Name, address, date of birth.
- Unique identification number.
- Next of kin.
- Email address.
- Phone numbers.
- GP contact details.
- Occupation.
- Medical history.
- Dental care records.
- Photographs.
- Family group.
- Payment plan details.
- Financial information.
- Credit cards receipts.
- Correspondence.
- Details of any complaints received.

We keep an inventory of personal data we hold on to our patients and this is available on request.

### **2. Why do we need to hold this information on you?**

- To provide appropriate, safe, and effective dental care and advice for you.
- To fulfil any contracts we hold in relation to your care.
- We also need to process personal data about you in order to provide care under NHS arrangements and to ensure the proper management and administration of the NHS.

### **3. Disclosure to third parties**

We will share our patients' personal information with third parties when required by law, to enable us to deliver a service to them, or where we have another legitimate reason for doing so. Third parties we may share patients' personal information with may include:

- Regulatory authorities such as the General Dental Council and the National Health and Social Care regulators.
- NHS Local Authorities
- Dental payment plan administrators
- Insurance companies
- Loss assessors
- Fraud prevention agencies
- In the event of a possible sale of the practice at some time in the future.

We may also share personal information where we consider it to be in a patient's best interest or if we have reason to believe an individual may be at risk of harm or abuse.

Where possible you will be informed of these requests for disclosure.

#### **Legal basis for processing data held about patients**

- The legal basis on which we process personal information for our private patients is 'legal obligation.'
- The legal basis on which we process personal information for our payment plan patients is 'contract.'
- The legal basis on which we process personal information for our NHS patients is 'legal obligation.'

#### **4. Retention period**

This practice retains dental records and orthodontic study models while you are a patient of our practice and after you cease to be a patient for at least 11 years or for children until age 25, whichever is longer.

#### **5. Security of information**

Personal data about you is held in the practice's computer system. The information is not accessible to the public; only authorised members of staff have access to it. Our computer system has secure audit trails and we back up information routinely.

#### **6. Subject Access Requests (SAR)**

Court Dental will log and record all Subject Access Requests that are received in line with the Data Protection Act 2018. A SAR can be made via any of, but not exclusively, the following methods:

- Email
- Post
- Social media
- Practice website

Where an individual is unable to make a written request, it is the Principal Dentists' view that in serving the interest of patients it can be made verbally, with the details recorded on the individual's file.

All requests will be dealt with within one month, as per the legislation. All information is to be supplied free of charge (although "reasonable" fees can be charged for an excessive request or for further copies).

A request may be received for information relating to a deceased individual. In this case certain individuals have rights of access to deceased records under the Access to Health Records Act 1990:

- The patient's personal representative (Executor or Administrator of the deceased's estate)
- Any person who may have a claim arising out of the patient's death

A Next of Kin has no automatic right of access, but professional codes of practice allow for a clinician to share information where concerns have been raised. Guidance should be sought from the Caldicott Guardian in relation to requests for deceased records.

The Common Law Duty of Confidentiality extends beyond death.

### **6.1 If you do not agree**

If you do not wish personal data that we hold about you to be disclosed or used in the way that is described in this Code of Practice, please discuss the matter with your dentist. You have the right to object, but this may affect our ability to provide you with dental care.

## **7. Complaints**

You have a right to complain about how we process your personal data. All complaints concerning personal data should be made in person or in writing to the Practice Manager. All complaints will be dealt with in line with the practice complaints policy and procedures.

If you are unhappy with the resolution of your complaint, you have the right to raise your complaint with the Information Commissioner's Office (ICO).

The ICO can be contacted at <https://ico.org.uk/make-a-complaint>, via or call the ICO helpline on 0303 123 1113. [live chat](#) or via the ICO helpline on 0303 123 1113.

Further information on making a complaint to the ICO can be found here: <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints>

This Privacy Notice was reviewed and implemented on 09/2025.

It will be reviewed annually or prior to this date in accordance with new guidance or legislative changes.