

Kings Dental Surgery
66 Kings Street, UB2 4dd
02085742505/02085713138

Privacy Policy

Introduction

At Kings Dental Surgery we are committed to protecting and respecting your privacy. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect. This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally on our website to ensure that you're happy with any changes. By using our website, you agree to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent to our Data Controller.

You can do this:

By email, to: ***kingsdentalsurgery@hotmail.com***

By telephone: ***02085742505 or 02085713138***

By writing to: **Kings Dental Surgery, 66 Kings Street, UB2 4DD.**

Who we are

We are a team of dental professionals who are passionate about providing the highest possible standards of care. Each member loves their job and is honest to every patient we see. To ensure we can provide your care safely and effectively, we need to be certain that we have correctly addressed your needs and wishes, answered your questions and also have taken account of your medical history and any treatment that you are undergoing as this may affect how we can provide care for you safely.

Your care may involve several members of our team at this practice and we want to assure you that all members of our team will respect the confidential nature of the information that you have provided and will always protect it from being used by others in an unauthorised way.

We will ask you to complete in writing how and in what circumstances we may use this information in future.

You can choose to stop email, telephone calls, addressed post and/or text messages directed to you by contacting us on or by email us: 0208574250, email kingsdentalsurgery@hotmail.com.

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Where do we collect informa@on about you?

When you give it to us DIRECTLY

We obtain informaGon about you when you:

- AEend our pracGce as a paGent
- Complete documentaGon such as a Medical History form
- Agree to or request referral to other professionals
- Receive support from us by contacGng us by telephone, text or email
- Take part in one of our surveys
- AEend one of our events
- Make payments to us using a card, Finance opGons or payment plan
- Use our website

When you give it to us INDIRECTLY?

- We may receive informaGon about you from a referring pracGce

What type of informa@on

The type and quanGty of informaGon we collect and how we use it depends on why you are providing it.

Typically, the basic personal informaGon we collect might include:

- **Your name**
- **Your contact details**
- **Your email address**
- **Your telephone number**
- **Your GP name and prac)ce address**
- **Your next of kin or carer contact details**
- **Your family members names**

If you use our website we collect your IP address, and informaGon regarding what pages are accessed and when.

How do we use your informa@on?

- We process and use your informaGon to provide you with safe dental care.

How long do we keep this informa@on?

- If you would like to know how long we keep your informaGon for, please contact our Data ProtecGon Officer – Sonam Soni.

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How do we keep this informa@on safe?

- When you give us personal informaGon, we take steps to ensure that there are appropriate technical measures in place to protect it. For example, access is restricted only to those who are enGtled to see the data, our online templates and audits are always encrypted and our network is protected and rouGnely monitored.

Who has access to this informa@on?

You're Rights

- You have a right to ask us to stop processing your personal data and, if it's not necessary for the purpose you provided it to us (e.g. to provide you with the services, products or informaGon you asked for, processing your payment) we will do so.

You have a right to ask for a copy of the informaGon we hold about you. If you want to access your informaGon, send an e-mail, to:

AlternaGvely, you can put your request in wriGng to: Kings Dental Surgery, 66 King Street, UB2 DD

- You have a right to have any incorrect informaGon to be corrected. If there are any discrepancies in the informaGon we provide, please let us know and we will correct them. You have a right to choose whether or not you wish to receive informaGon from us.

Please note, we may ask you to complete a form in order to help us locate the informaGon that you would like access to.

OUR prac)ce Promise:

Your personal informa)on will be kept confiden)al at all)mes.

We follow strict GDPR (General Data ProtecGon RegulaGon).

All informaGon you provide to us is stored on our secure servers. When dental records are shared with third parGes, this is done through an encrypted file sharing service.

Unfortunately, the transmission of informaGon via internet is not completely secure.

Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmiEed to our site, any transmission is at your own risk. Once we have received your informaGon, we will use strict procedures and security features to prevent unauthorised access.

Contact us

If you have any quesGons regarding this policy, our privacy pracGces or data protecGon, please contact our Data Controller, who is **Sonam Soni**.

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By telephone: ***02085742505***

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