

# Confidentiality and use of Patient Information

## Your rights

You have the right of confidentiality under the Data Protection Act May 2018 (DPA) GDPR Regulations May 2018  
The Human Rights Act 1998 and the common law duty of confidentiality

You have the right to know what information we hold about you, what we use it for and if the information is to be shared, who it will be shared with.

You have the right to apply for access to the information we hold about you. Access covers:

- the right to obtain a copy of your record in permanent form
- the right to have the information provided to you explained where necessary

**If you wish to discuss any of these details further please inform the receptionist.**

**5 Dental & Skin is the trading name of  
Emma Clayton-Jones Ltd  
Registered in England No. 0740793**



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## How we use your health records

The purpose of this leaflet is to tell you how 5 Dental & Skin processes information about you in accordance with the Data Protection Act May 2018 (DPA) GDPR Regulations May 2018

It tells you :

- why we collect information about you
- how your records are used
- when we might share information about you
- your rights

## Data Controller

The Data Protection Act 2018 requires every organisation that processes personal information to register as a Data Controller with the Information Commissioners Office (ICO) unless they are exempt.

5 Dental & Skin is registered with the ICO as a data controller under registration no. Z2667558.

## Why we collect information about you

We aim to provide you with the highest quality of dental care. To do this we must keep records about you, your health and the care we have provided or plan to provide you.

These records may include:

- basic details about you, such as address, date of birth, next of kin, GP details
- contact we have had with you such as appointments
- notes and reports about your health
- details and records about your treatment and care
- results of investigations such as x-rays

## How your records are used

We use your records to:

- provide a good basis for any treatment or advice we provide to you
- make sure your treatment is safe and effective and the advice we provide is appropriate and relevant to you
- work effectively with others providing you with treatment or advice
- properly investigate your concerns if you raise a complaint

## When we might share information about you

We have a duty to:

- maintain full and accurate records of the care we provide to you
- keep records about you confidential, secure and accurate
- provide information in a format that is accessible to you

Members of the clinical teams looking after you may share your personal information.

All staff are bound by law and a strict code of confidentiality. In accordance with NHS guidance we have appointed a Caldicott Guardian; a senior member of staff responsible for protecting the confidentiality of patient information and enabling appropriate information sharing.