

Privacy Notice

We are a data controller under the terms of the Data Protection Act 2017 and the requirement of the EU General Data Protection Regulation.

This **PRIVACY NOTICE** explains what personal Data the practice holds, why we hold and process it, who we might share it with, and your rights and freedoms under the Law.

Types of Personal Data

The practice holds personal data in the following categories:

- Patient clinical and health data and correspondence.
- Staff employment data.
- Contractor's data.

Why we process Personal Data (what is the 'purpose')

'Process' means we obtain, store, update and archive data.

- Patient data is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment.
- Staff employment data is held in accordance with Employment, Taxation and Pensions Law.
- Contractor's data is held for the purpose of managing their contracts.

What is the Lawful Basis for processing Personal Data?

The Law says we must tell you this:

- We hold patient' data because it is in our **Legal Obligation** to do so. Without holding the data we cannot work effectively. Additionally, we must hold data on NHS care and treatment, as it is a **Legal Obligation**.
- We may communicate to you via email, post, phone and/or text reminders because it is in our **Legitimate Interests**.
- We hold staff employment data because it is a **Legal Obligation** for us to do so.
- We hold contractors' data because it is needed to **Fulfil a Contract** with us.

Our Organisation

- Kendal Dental Care.
- 56 Stramongate, Kendal, LA9 4BD.
- 01539 720302.
- www.kendaldentalcare.co.uk
- Data Protection Officer: Lisa Hine.

Who might we share your data with?

We can only share data if it is done securely and it is necessary to do so.

- Patient data may be shared with other healthcare professionals who need to be involved in your care (for example, if we refer you to a specialist or you need laboratory work undertaken).
- Patient data may also be stored for back-up purposes with our computer software suppliers, who will also store it securely.
- Patient data may also be shared with third parties to help us provide your healthcare, e.g. our text appointment reminder service.
- Employment data will be shared with government agencies such as HMRC.
- Employment data will also be shared with our Accountants, Bookkeeper and their Payroll team.

Your Rights

You have the right to:

- Be informed about the personal data we hold and why we hold it.
- Access a copy of your data that we hold by contacting us directly: we will acknowledge your request and supply a response within one month or sooner.
- Check the information we hold about you is correct and to make corrections if not.
- Have your data erased in some circumstances.
- Transfer your data to someone else if you tell us to do so and it is safe and legal to do so.
- Tell us not to actively process or update your information in certain circumstance.

How long is Personal Data stored for?

- We will store patient data for as long as we are providing care, treatment or recalling patients for further care. We will archive (that is, store it without further action) for as long as required for legal purposes as recommended by the NHS or other trusted experts recommend.
- We must store employment data for six years after an employee has left.
- We must store contractors' data for seven years after the contract is ended.

What if you are not happy, or wish to raise a concern about our data processing?

You can complain in the first instance to us and we will do our best to resolve this matter. If this fails, you can complain to the Information Commissioner at www.ico.org.uk/concerns or by calling 0303 123 1113.