We use your personal information (for example your name, date of birth, any dental treatment you have had in the past) to help us look after your teeth and gums. The law on data protection says that we have to take good care of your personal information and only use it for the reasons we collected it in the first place. We take this very seriously and we will do our best to make sure that your personal information is kept safe.

[Insert name of DPO] is our Data Protection Officer. [Insert name of DPO] is the person you should ask to talk to if you have any questions about how we look after your personal information.

## https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcQcNc2fp4XBSOGd0QylmqjV5HK7bmPNQwy600wm_qtZ0zImgWxL7zzjfAWhy does the practice keep my personal information?

We keep information about you to:

* ensure that we can contact you easily, for example to remind you about a dental appointment;
* provide you with the best possible dental care;
* tell the NHS that we are providing your dental care.

The law says that we have to have a good reason for holding your personal information. This is known as the ’legal basis’. Our legal basis for holding your information is [Add the lawful basis/bases for holding the information and a brief explanation of why this applies in child-appropriate language].

## https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcTHHN_VyGmeN4sSOx4VBrA0wl1M82-A_F24uDdi0T7j1J_XQGnc0pI5_g1iHow does the practice collect my personal information?

We collect some personal information, such as your name, address and date of birth, when you first start coming to this practice for your dental treatment. Depending on your age, we may ask you for this personal information. Your parents or other adult who looks after you may also be asked to give this personal information to us.

We will also be collecting personal information in your treatment notes every time you come to the dentist. Sometimes we get given personal information about you by other dental or medical practices.

It is important that we make sure that personal information we hold about you is accurate and up-to-date. Please let us know of any changes to your personal information, for example if you have moved to a new house or changed your contact telephone number. Your parents or other adult who looks after you can also tell us about any changes to your personal information.

## What personal information does the practice keep?

The personal information we keep includes facts (e.g. your name, any dental treatment you have had) and opinions (e.g. any worries you or your dentist might have about your dental health).

We need to make sure this personal information is correct and up-to-date so we can provide the best possible dental care for you.

The following information is kept and updated regularly [amend/update this list to include all types of personal data held by the practice using child-appropriate language]:

* personal information and contact details, including your name, address and date of birth;
* dental and medical histories (e.g. any medical conditions you might have now or had in the past, any medicine you take regularly, the name of your doctor) and any details of your social history (e.g. the name of your social worker if you have one);
* results of the examination of your mouth and oral health, including x-rays and clinical photographs;
* information about appointments;
* any dental treatment you have had;
* any dental treatment we think you need to have, including advice we give to you, and whether you might need to go to another specialist dentist for this treatment;
* any worries you or your dental team might have about your teeth and gums;
* a note of when we have asked for your permission (or permission from your parents or the adult who looks after you) to carry out certain dental treatment;
* any letters we have sent to, or received from, other healthcare workers about your care.

## How is my personal information used?

We use your personal information for the reasons below:

**Your dental care** – we keep your personal information to allow us to provide the dental treatment and care you need;

**Practice Administration** – we will use your contact information to let you know when your next appointment is due. We also use your contact information to send reminders about any appointments that you have booked.

[add additional info on data processing here using child-appropriate language]

### Sharing relevant information

To make sure that you get the dental care you need, we might need to share your personal information with:

* another dentist or health professional who is caring for you;
* your doctor;
* a dental laboratory;
* the NHS;
* a private dental scheme, if you are a member.

We won’t share any more information than we have to for you to get the care you need.

The law on data protection says that we have to share personal information if it is needed to prevent a serious crime or injury. This is very rare, but if we do have to share your personal information, we will let you know.

###  Storage of your personal information

We need to keep your personal information for 10 years. Your record will evolve into your adult records.

We will not keep your personal information for longer than we need to.

When we are finished with your personal information, it will be destroyed by being shredded and/or burned [delete, as appropriate].

Your personal information is stored on a computer system that is protected by a password and a manual filing system that is locked when not in use [delete/amend, as appropriate].

We make sure that only practice staff who need to see your personal information can look at it [alter, as appropriate].

We make regular back-ups of the information stored on our computer system.

## Can I see what personal information is held by the practice?

In Scotland the law on data protection gives you the right to ask for a copy of the information held on you by our Practice. If you would like to see this information and you are at least 12 years old, please ask at reception. You can also ask us in writing by sending a letter or email to the [insert practice name] at the address below:

[insert practice address]

[insert practice address]

If you are younger than 12 years old, you can ask your parents or the adult who looks after you to make a request for you.

It will not cost you any money to ask us to give you this information, unless we think that you are asking us to give you a very large amount of information. We might then charge a fee.

Once we have your request, [Insert name] will respond to it within one month.

If we refuse your request, we will tell you reasons for this.

If you don’t agree with our reasons for not providing a copy of your personal information, you can ask the Information Commissioner’s Office to look at your request and our response to it (see below for contact details).

You also have the right to:

* ask us to correct any incorrect personal information;
* ask us to erase your personal information;
* object to us using your personal information;
* ask for us to reduce the number of things we use your personal information for;
* ask us to send your personal information to someone else, such as another dental practice.

If you don’t like the way we handle your personal information, you have the right to complain to the Information Commissioner’s Office (see below for contact details).

If you have a question about anything in this notice or if you would like more information, please contact our receptionist on [insert practice phone number] or write to the Practice Manager [Insert name] at the address above.

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel.: 0303 123 1113

Email: mail@ico.gov.uk

Website: www.ico.gov.uk

If you use consent as a legal basis, e.g. for sending out marketing emails or newsletters, you should include the text below in your privacy notice:

If you are 13 years or older, we will ask for your consent to use your personal data for [amend, as appropriate, include information on the possible risks of them sharing their personal info]. You do not have to say yes. If you are younger than 13 years old, we will ask your parents or the adult who looks after you to give consent on your behalf. If you are 13 years or older, you can withdraw this consent at any time, even if the consent was originally given by your parents or the adult who looks after you. If you are younger than 13 years old, you can ask your parents or the adult who looks after you to withdraw consent.