

## Practice Privacy Statement

Macroom Dental Practice, Middle Square, Macroom

The EU General Data Protection Regulation (GDPR) requires us to inform patients and their guardians of the reasons for holding your personal details, the steps we take to ensure they are kept secure, and the duration we keep those details for.

The Data Compliance Officer at the practice is Tim Buckley.

1. We hold your personal details, clinical records and financial payment history on file. We do not keep your bank details or credit card details on file.
2. We keep these details in order to allow the smooth progress of your treatment. It may sometimes be supplied to other healthcare professionals where onward referral for additional treatment is required.
3. This data is used only for your treatment. It will not be disclosed to other parties without your express consent.
4. All current data is stored on computer and the computers are password protected both to turn on the computer and to access the practice management software ('Panara'). Anti-viral software is kept up to date. The practice is securely locked out of hours and protected with a monitored alarm system. The practice is registered with the Data Protection Commissioner, as required by law. All members of the practice with access to the data are compliant with security procedures. The data is backed up daily, both onsite and offsite.
5. The data collected is only that which is deemed relevant to your care. It is kept for as long as possible in order that we can answer queries about your treatment, if requested, even many years after it is finished. We are required by law to keep the data for at least nine years. After this span, it will be deleted only if you request it. You are entitled to view the records at any time.
6. We do not do any practice marketing, i.e., you will be contacted only to make appointments relating to your course of treatment and its follow-up.
7. If you do not wish to have your data kept in this manner, you must discuss this with Tim Buckley. Please remember that it is kept only for the smooth progress of treatment and, without it, it may not be possible to carry on this care.