

## **Data Protection Policy**

We have notified the Information Commissioners at  
Wycliffe House, Wilmslow, Cheshire SK9 5AX  
Tel: 01625 545745     [www.dpr.gov.uk](http://www.dpr.gov.uk)

All practice staff aware of the need for strict patient confidentiality.

Data must not be disclosed to third parties without prior patient consent.

Only registered data users and their staffs may access the stored data.

All data are kept secure.

The computer system should have a full audit trail facility which prevent data being accidentally deleted or tampered with.

Patient records must be kept for eleven years or until the patient is 25 years old, whichever is longer.

Other data should be kept as long as necessary for its intended purposes.

Patients have the right of access to and to copies of their data.

We can charge up to £10 for computerised data and £50 where manual records are involved.

A Patient may request access to and /or copies of their Dental Records by applying in writing to Mrs Suni Patel.