

GDPR Statement

The purpose of this statement is to inform patients of Fairview Dental Clinic as to how we process information about them in accordance with the General Data Protection Regulation (GDPR).

It tells each patient:

- Why we collect information about you
- How your information /records are used
- When we might share information about you

These records may include:

- Basic details about you, such as address, date of birth, PPS number
- Contact we have had with you such as appointments
- Notes and records about your health and dental health
- Details and records about your treatment and care
- Results of investigations such as x-rays and any laboratory test results
- Relevant information from people such as other health professionals

We use records to:

- Provide a sound basis for any proposed treatments we provide to you
- Make sure your treatment is appropriate, safe and effective, and the advice we provide is relevant to you
- Work effectively with others providing you with treatment and advice
- Properly investigate your concerns if you raise a complaint, provide feedback or have an adverse event

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

We have a duty to:

- Maintain full and accurate records of your care
- Keep records about you confidential, secure and accurate
- Provide information in a format that is accessible to you

As per the Irish Dental Council guidelines there may be times when we need to share your information without your consent, for example

- When disclosure is required by law
- When it is directed by a court of law, tribunal or other body established by an Act of the Oireachtas
- When it is necessary to protect the interest of the patient
- In exceptional circumstances, when it is necessary to protect the public interest

If the patient's information is disclosed for any of the above reasons, the patient will be told about the disclosure and reason for it.

As per IDC guideline 10.3, patient confidentiality will be respected even after the patient has died.

Your rights:

You have the right to confidentiality under the GDPR. 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 records
- The right to have the information provided to you explained where necessary.

Access to your records from us at Fairview Dental Clinic is simply achieved by making your request in writing so that the clinic has a record of your request.

Fairview Dental Clinic is currently and always has been registered with the Data Commissioners. All staff are aware of their responsibilities in safeguarding patient's confidentiality. This forms part of all staff induction processes and is part of both contracts and practice protocols.