

Mrs Jenny Warham BDS

Dental Surgeon

NHS and Private Dental Treatment
www.surgery.warham.org

Connaught House Dental Surgery Privacy Notice

Who we are:

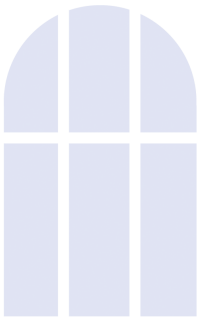
Connaught House Dental Surgery is a dental practice located at **Connaught House, Morrell St, Leamington Spa, Warwickshire, CV32 5SZ**. If you would like to contact us about any of the information contained within the privacy notice you can contact Jennifer Warham by email at connaughthouse.dental@nhs.net or by telephone on **01926 334421**.

What information we collect about you:

We collect information about you when you enquire about our services or make an appointment with us for treatment. We will retain details and clinical notes relating to the care you receive within our practice and from third parties. We also collect information about you when you voluntarily complete customer surveys or provide feedback to us.

What Personal information do we need to hold?

- Your past and current medical and dental condition; personal details such as your name, age, address, telephone number and your general medical practitioner.
- We may also need to request details of your child's NHS exemption status
- Radiographs, clinical photographs and study models.
- Information about the treatment that we have provided or propose and its cost.
- Notes of conversations or incidents that might occur for which a record needs to be kept.
- Records of consent to treatment.
- Any correspondence relating to you with other health care professionals, for example in the hospital or community services.



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How we will use the information we have about you:

We will use information about you to enable us to arrange appointments with the appropriate clinician and to ensure that you are receiving care appropriate to your clinical needs. Our regulators The General Dental Council require us to create and retain records of the dental treatment that is provided to patients. We are obliged by law to keep these records for ten years after the last date of treatment.

We will not disclose your personal data, including records of your treatment, unless required to do so by law, or with your explicit consent (if you have been referred for treatment with us by another medical professional, we may disclose details of your treatment to them where appropriate). Wherever possible we will discuss and disclose with you in advance. We will never pass on your information to a third party for marketing purposes.

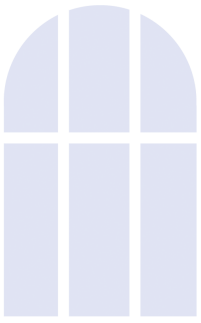
We may share your information with selected third parties including; business partners, suppliers, and sub-contractors for the performance of any contract we enter into with them or you; analytics and search engine providers that assist us in the improvement and optimisation of our website; credit reference agencies for the purpose of assessing your credit score where this is in connection of us entering into a contract with you.

We will use your information to provide you with details about other services or products that we offer that we think will be relevant to your ongoing care or of which may be of interest to you.

Marketing:

We would like to send you information about products and services of ours and other companies we work with which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email us at connaughthouse.dental@nhs.net.



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Access to your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email connaughthouse.dental@nhs.net or write to us at Connaught House Dental Surgery, Connaught House, Morrell St, Leamington Spa, Warwickshire, CV32 5SZ.

If your personal details change, or it comes to your attention that the information we hold about you is inaccurate in anyway please let us know and we will make the appropriate corrections.

If you have concerns about the way in which we have handled your data or are not satisfied with our response to any complaint you may have made, you can complain directly to the Information Commissioner's Office. (www.ico.co.uk)

Where we store your personal information:

All information you provide to us is stored on our secure server and/or in our locked secure vault. When dental records are shared with third parties, this is done through an encrypted file sharing service.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our server; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Other websites:

Our site <http://www.connaughtdentalsurgery.co.uk> may, from time to time contain links to and from the websites of our partner networks, regulators and other useful affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Changes to our Privacy Policy:

We regularly review our privacy notice and will update this page when necessary. This privacy policy was last updated on the 10th May 2018.