

## **Privacy Policy for Seaham Smiles for Patient Data**

Seaham Smiles takes great care to protect the personal data we hold for our patients in line with the requirements of the Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (UK GDPR).

The purpose of collecting and storing personal data about our patients is to ensure we can:

- Provide, appropriate, safe and effective dental care, treatment and advice for all our patients.
- Fulfil any contracts we hold in relation to their care.
- For business administration of their care.

### **Personal data held for our patients**

The personal data we process (processing includes obtaining the information, using it, storing it, securing it, disclosing it, and destroying it) for our patients includes:

- Name, address, date of birth.
- Unique identification number.
- Next of kin.
- Email address.
- Phone numbers.
- GP contact details.
- Occupation.
- Medical history.
- Dental care records.
- Photographs.
- Family group.
- Payment plan details.
- Financial information.
- Credit cards receipts.
- Correspondence.
- Details of any complaints received.

We keep an inventory of personal data we hold on our patients and this is available for patients on request. A list of personal information held is also included in our Privacy Notice, which is on display for all patients.

### **National Opt-out Policy**

At Seaham Smiles, sensitive personal information relating to our patients is only used to provide dental care for the individual. It is never shared for research purposes or any non-clinical need. The National Opt-out Policy introduced in March 2020 is therefore not operated at our practice on this basis.

Should we change our policy to use information for a non-clinical purpose or a research project, we would then introduce the National Opt-out policy.

### **Disclosure to third parties**

The information we collect and store will not be disclosed to anyone who does not need to see it.

We will share our patients' personal information with third parties when required by law, to enable us to deliver a service to them, or where we have another legitimate reason for doing so. Third parties we may share patients' personal information with may include:

- Regulatory authorities such as the General Dental Council and the National Health and Social Care regulators.
- NHS Local Authorities
- Dental payment plan administrators
- Insurance companies
- Loss assessors
- Fraud prevention agencies
- In the event of a possible sale of the practice at some time in the future.
- Surf Pacific – our Marketing Provider
- Cognito

We may also share personal information where we consider it to be in a patient's best interest or if we have reason to believe an individual may be at risk of harm or abuse.

### **Personal privacy rights**

Under the UK GDPR and the Data Protection Act 2018, all individuals who have personal information held about them have the following personal privacy rights:

- Right to subject access.
- Right to have inaccuracies deleted.
- Right to have information erased.
- Right to object to direct marketing.

- Right to restrict the processing of their information, including automated decision-making.
- Right to data portability.

Patients who wish to have inaccuracies deleted or to have information erased must speak to the dentist who provided or provides their care.

### **Legal basis for processing data held about patients**

The UK GDPR requires us to state the legal basis upon which we process all personal data for our patients, and it requires us to inform our patients of the legal basis on which we process their personal data.

The legal bases for recording individual types of data are recorded in our patient personal data inventory. This is available for all patients to see on request.

The legal basis on which we process personal information for our private patients is 'legal obligation'.

The legal basis on which we process personal information for our payment plan patients is 'contract'.

The legal basis on which we process personal information for our NHS patients is 'legal obligation'.

### **Automated decision making**

All individuals who have personal data held about them have a right to object to their personal data being subjected to automated decision making.

Patients will always be asked to give specific, informed, verifiable, opt in consent for any processes involving automated decision making.

### **Consent**

Seaham Smiles may need to contact our patients, their families or third-party organisations regarding patients' appointments, medical histories, and treatment. Where possible, we will obtain prior consent to process and share this information.

Where patients have not previously consented to or have withdrawn their consent for us to contact, share or process their data, we will assess whether the need for processing is proportionate and necessary in relation to the risk to the individual and/or the public if the information is not shared.

Seaham Smiles always obtains specific, unambiguous opt in consent from all patients to whom we send direct marketing information.

We also obtain specific, unambiguous, opt in consent from our patients for promotional messages. For a new patient, we obtain consent for these things when the patient first attends the practice. For an existing patient, we ask the patient for consent when they attend for their recall appointment or for a treatment appointment. We refresh this consent annually when the patient completes a new medical history proforma.

### **Withdrawal of consent**

Patients who have given their opt in consent have a right to withdraw their consent at any time. Patients are advised of their right to withdraw their opt in consent for anything they wish to withdraw from in our privacy notice.

### **Retention period**

This practice retains dental records and orthodontic study models while you are a patient of our practice and after you cease to be a patient for at least 15 years or for children until age 25, whichever is longer.

### **Complaints**

All individuals who have personal data held about them have a right to complain. All complaints concerning personal data should be made in person or in writing to Rebecca Davis. All complaints will be dealt with in line with the practice complaints policy and procedures.

If you are unhappy with the resolution of your complaint, you have the right to raise your complaint with the Information Commissioner's Office (ICO).

The ICO can be contacted at <https://ico.org.uk/make-a-complaint>, via or call the ICO helpline on 0303 123 1113 or via the ICO helpline on 0303 123 1113.

Further information on making a complaint to the ICO can be found here: <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints>

### **Transferring personal data outside the EU**

At Seaham Smiles, we work with two trusted third-party marketing providers, Surf Pacific and Cognito, to help share relevant information about our services. Any patient data shared with Surf Pacific and Cognito is used solely for the specific purpose it was collected for, and is not used for any other reason. All data is securely handled and stored outside of the European Union, and is deleted once it is no

longer required. We take great care to ensure that all data processing complies with applicable data protection laws and that your privacy is protected at all times.

This Policy was reviewed and implemented on: 19<sup>th</sup> September 2025.

This policy and relevant procedures will be reviewed annually and are due for review on 19<sup>th</sup> September 2026, or prior to this date in accordance with new guidance or legislative changes.

## Document Change Record for Privacy Policy for Patient Data

The table below is used to register all changes to the policy:

Published Date	Document Version Number	Pages affected	Description of revision	Author
22.07.2020	v2.2	Page 1	Purpose for collecting data updated to reflect COVID-19 pandemic	LH
22.07.2020	v2.2	Page 5	Obtaining consent during the COVID-19 pandemic	LH
01.02.2021	v3.1	Page 1	Notes on obtaining evidence of opt-in consent.	PL
01.02.2021	v3.1	Page 3	Information on when the National Opt-out Policy would apply in dental practice	PL
24/01/2023	v3.2	All	Removal of pandemic references, update reflecting changes to GDPR within the UK	PP
14.08.2023	v3.3	Various	Updated the complaints section with contact details for the ICO. Updated retention period for patient records. Amalgamation of English & Welsh policy and renamed.	PL/IL
09.02.2024	v3.4	Whole document	Introduction updated to include options for 'opt-in' consent. Legal bases now included. The single policy applies to England, Wales, Scotland & Northern Ireland.	IL