***How we use your Dental Records***

1. Everyone that works at Elstead Dental Surgery has a legal duty to keep information about you confidential
2. We need to collect information from you to help us deliver your dental treatment safely. That is why we need to ask you about your past and current medical status, what medications you may be taking, who your doctor is and if you have any known allergies.
3. It is necessary to keep notes about your dental treatment so we know what treatment options were given to you including the risks and benefits of each treatment, what treatment you have consented to, costs and quotes given and if radiographs, photographs of study models where taken. It is also very useful to look at your dental history when making clinical decisions about your dental care.
4. We will not share your personal or medical information unless we are referring you for other dental services, orthodontic services or other relevant healthcare provider and we will always seek your permission first.
5. There are her people who may also need to use your records. Again we will seek your permission before giving them any information. For example:

* Your general medical practitioner
* Other healthcare professionals who are caring for you
* Dental Insurance companies

1. Your dental records will be kept at least for up to 11 years or up to the age of 25 years in cases of children.
2. Please do not hesitate to contact Dr Minna Miettinen (the practice owner) if you wish to ask about any information relating to your dental records or information held at the practice.
3. You have the right to access your dental records and can do this by making a formal request to the practice owner.

9th May 2018 Dr Minna Miettinen (Practice Owner)