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## Data Privacy Notice

We are a Data Controller under the terms of the Data Protection Act 2018 and the requirements of the EU General Data Protection Regulation.

This **Privacy Notice** explains what personal data Arundel Dental holds, why we hold and process it, who we might share it with, and your rights and freedoms under the Law.

### **Types of Personal Data**

Arundel Dental stores personal data in the following categories:

- Patient data. This includes:
  - Personal details such as address, telephone number, email, date of birth, gender, your GP.
  - Your past and current medical and dental condition.
  - Radiographs, clinical photographs and study models.
  - Information about treatment we have provided or propose, the costs and payments made.
  - Notes of conversations/incidents about your care, for which a record needs to be kept.
  - Correspondence with other health care professionals relating to your care.
  - Correspondence with Dental Payment Plan or Insurance providers.
- Personal data (name and email address) entered on our website contact form
- Staff employment data.
- Clinicians data
- Contractors' data.

### Why we process Personal Data (what is the “purpose”)

“Process” means we obtain, store, update and archive data.

- Patient data is held for the purpose of providing patients with appropriate, high quality, safe and effective dental care and treatment.
- Personal data submitted via our website (hosted by WIX) is held for the purpose of responding to the specific request. We do not use this data for any other purpose.
- Staff employment data is held in accordance with Employment, Taxation and Pensions law.
- Contractors’ data is held for the purpose of managing contracts.

### What is the Lawful Basis for processing Personal Data?

The Law says we must tell you this:

- We hold patients’ data because it is in our **Legitimate Interest** to do so. Without holding the data we cannot work effectively.
- We hold personal data submitted via our website (hosted by WIX) because, in filling out the contact form, you have provided your **Consent**.
- We hold staff employment data because it is a **Legal Obligation** for us to do so.
- We hold contractors’ data because it is needed to **Fulfil a Contract** with us.

### Who might we share your data with?

We may share the following data without additional consent because it is in our **Legitimate Interests or Legal Obligation** to do so. We can only share this data if it is done securely and it is necessary to do so.

- Patient data may be shared with other professionals who need to be involved in your care (for example if we refer you to a specialist, need laboratory work undertaken or register for a Denplan payment scheme).
- Employment data will be shared with government agencies such as HMRC, pension providers etc.

With your additional consent we may share the following data :

- Email addresses (no other identifying data) may be shared with a third party communication company (currently mailchimp) to send practice news and other practice generated communications. Email addresses are never forwarded to any other third party for unsolicited marketing purposes and you may unsubscribe at any time.

## Your Rights

You have the right to:

- Be informed about the personal data we hold and why we hold it.
- Access a copy of your data that we hold by contacting us directly: we will acknowledge your request and supply a response within one month or sooner.
- Check the information we hold about you is correct and to make corrections if not
- Have your data erased in certain circumstances.
- Transfer your data to someone else if you tell us to do so and it is safe and legal to do so.
- Tell us not to actively process or update your data in certain circumstances. [How long is the Personal Data stored for?](#)
- We will store patient data for as long as we are providing care, treatment or recalling patients for further care. We will archive (that is, store it without further action) for as long as is required for legal purposes (currently 15 years since last visit or until a child has reached 25 years of age).
- We must store employment data for six years after an employee has left.
- We must store contractors' data for seven years after the contract is ended.

## What if you are not happy or wish to raise a concern about our data processing?

You can complain in the first instance to our Practice Manager, **Amanda Lynam**. She can be contacted by letter at the above address, email [pm@arundeldentalpractice.co.uk](mailto:pm@arundeldentalpractice.co.uk) or by telephone 0161 439 2048. She will do her best to resolve the matter. If you are unhappy with our response, you can complain to the Information Commissioner at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or by calling 0303 123 1113.