

## Cheddar Dental Practice

### Dental Records – Declaration to Patients

1. Everyone that works at this Dental Practice 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 or study models were 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.
5. Other people who may also need to use your records are:
  - Your general medical practitioner
  - Other health care professionals who are caring for you
  - NHS payment authorities
  - Inland Revenue
  - Benefits Agency if you have claimed exemption or remission from NHS charges
  - Private dental schemes or dental payment schemes
6. Your dental records will be kept for up to 11 years or up to the age of 25 years in cases of children. If you do not attend the Dental Practice within 2 years, your dental records will be marked as "Closed" and transferred to our archive.
7. Your dental records will be incinerated should you not attend after 11 years.
8. Please do not hesitate to contact the Information Governance Lead if you wish to ask about any information relating to your dental records or information held at the Practice.
9. You have the right to access your Dental Records and can do this by making a formal request to the Information Governance Lead. There is a charge of £10-£50 depending upon what you request.

The Information Governance Lead is Gill Smalley