



## **Data Protection Policy**

Data Protection Policy: Four Oaks Dental

Data Protection Officer: Manish Patel

Four Oaks Dental is committed to protecting the privacy and security of our patients' personal information. This data protection policy outlines our approach to data protection and the measures we have put in place to ensure that we comply with the relevant legislation, including the General Data Protection Regulation (GDPR).

Types of personal data we collect:

We collect personal data that is relevant and necessary for the provision of dental services to our patients. This may include:

Name, address, and contact details (including email address and telephone number)

Medical history and information related to dental treatment

Insurance information

Payment information

How we collect personal data:

We collect personal data directly from our patients, either in person, over the phone, or through our website. We may also receive personal data from third-party providers, such as insurance companies.

How we use personal data:

We use personal data for the following purposes:

To provide dental services to our patients

To process payments and insurance claims

To communicate with our patients about appointments, treatment, and other relevant matters

To comply with our legal obligations, such as record-keeping requirements

To improve our services and customer experience

Data security measures:

We take the security of personal data very seriously and have implemented the following measures to protect against unauthorized access, loss, or theft:

All personal data is stored securely and access is restricted to authorized personnel only

We use secure servers and encryption technology to protect personal data during transmission

We regularly monitor our systems for vulnerabilities and update our security measures as necessary

We have a data breach response plan in place to ensure that any breaches are identified and dealt with promptly

Sharing personal data:

We may share personal data with third parties, such as insurance companies, other healthcare providers, or regulatory authorities, as necessary for the provision of dental services or to comply with legal obligations. We will only share personal data where we are satisfied that appropriate measures have been taken to protect the security and confidentiality of the data.

Data retention:

We will retain personal data for as long as necessary to provide dental services to our patients and to comply with our legal obligations. We may also retain personal data for longer periods where necessary for the establishment, exercise, or defense of legal claims.

Data subject rights:

Our patients have the following rights under the GDPR:

The right to access personal data

The right to rectify personal data

The right to erasure of personal data

The right to restrict processing of personal data

The right to data portability

The right to object to processing of personal data

We will respond to requests from data subjects within the required timeframes and in accordance with the GDPR.

Data protection officer:

We have appointed a data protection officer (DPO) who is responsible for overseeing our data protection activities and ensuring compliance with the GDPR. The DPO for Four Oaks Dental is: Manish Patel and can be contacted via email: <mailto:info@fouroaksdental.co.uk>.

Four Oaks Dental takes the privacy and security of personal data very seriously and is committed to complying with the GDPR and other relevant legislation. We will continue to review and update our data protection policies and procedures to ensure that we remain compliant and that our patients' personal data is kept safe and secure.