

# Privacy Policy

West Park Dental Care is committed to ensuring that your privacy is protected. This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy.

## 1. The information we collect and how we use it:

When you register at our practice we need to know your full name, full postal address, date of birth and details about your medical history. We gather this information to allow us to process your registration and provide you with oral health care. This information is stored within our patient record system within the practice and will require updating periodically.

## 2. How we protect your information:

Our patient data is stored on a stand alone machine which is not connected to the internet.

The internet is not a secure medium and this website does not use encrypted pages. If you decide to use the e-mail facility to contact us, please do not include any personal information other than what we need to be able to contact you back (i.e. name, address, e-mail, telephone number) and only include information that you are happy to send via e-mail. If you are unhappy to include this information, please telephone the practice during normal working hours.

## 3. Updating your details:

If any of the information that you have provided to us changes, for example if you change your address, name or telephone number, please contact the practice during normal working hours and our receptionist will update our files.

By submitting your information you consent to the use of that information as set out in this policy.

If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the web site, so that you may be aware of the information we collect and how we use it at all times. Continued use of the service will signify that you agree to any such changes.

Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have protection in place regarding your data and its use as set out in this policy. By submitting your information you consent to these transfers.

Please contact us if you have any queries or comments.