

# Privacy notice for children



We want to make sure we give you the best care we can when you are a patient. To help us do that we need to keep some information about you. Below is a guide to the information collected, held and used by us whilst you are a patient at our dental practice.

## Who are we?

We are your dental practice – and we are part of a bigger group of practices called PortmanDentex. We help look after your teeth.

## What information do we keep about you?

Your name, address, date of birth and details of any health problems as well as details of your dental treatment and details about your family.

## Why do we keep personal data about you?

We keep this information so that we can provide you with the best dental care and for possibly sending reminders to your parents/carers.

## How do we collect information about you?

We collect information from you and your family, and from other people, such as your doctor or a social worker.

## Who do we share your information with?

We may share your information with another dentist, doctor or hospital if you have a problem that needs their special skills and you need to go and see them. We will not give your information to anyone else unless we have a valid reason to do so.

## How long do we keep your information?

If you leave the practice, we will stop using your information, but will keep it confidentially and securely until you are 25 years old, when we will review if and when we can delete it.

## What are your rights?

You can always ask for a copy of the information we hold for you, we can transfer it to another dentist or doctor at your request and you can ask us to stop using your personal information to send letters or contact you in other ways if you are no longer a patient at the practice.

## How will we keep your information safe?

We have administrative, electronic and physical security measures to ensure that the information that we collect about you is protected from access by unauthorised persons and protected against unlawful processing, accidental loss, destruction and damage.

## What happens when I'm an adult?

The privacy notice about how we process your personal information will change to the adult version. This can be found on our website.

## I have a question about my personal information, who do I contact?

Please speak to the receptionist or practice manager at your practice or email our data protection officer at [privacy@portmandental.co.uk](mailto:privacy@portmandental.co.uk)



portman  
dentex