



## **BLACKHILLS CLINIC PRIVACY POLICY**

We take patient confidentiality seriously at Blackhills Clinic and all personal information is treated in the strictest confidence. Our patients are referred to us by their general dental practitioner and we require that all dentists who are referring a patient to Blackhills Clinic will have obtained their patient's consent to send us their personal data which we will store securely on-site. Only members of staff at Blackhills Clinic have access to patient information and this information is only accessed as part of their treatment. We only share the patient's treatment plan with their referring dentist. No data will ever be released to any other third party without the patient's express permission or where required by law. We adhere to the Patient Confidentiality standards set out by the GDC. You can review the Principles of Patient Confidentiality on [www.gdc-uk.org](http://www.gdc-uk.org)

If you would like to view your records please contact the Clinic Manager, Mrs Trudie Imrie, on 01764 664446 or email [Trudie@blackhillsclinic.com](mailto:Trudie@blackhillsclinic.com)

If you require a copy of your records, we would ask that you put this request in writing to: Mrs Trudie Imrie, Clinic Manageress, 5 Maidenplain Place, Aberuthven PH3 1EL. There may be a fee for this and the cost would not exceed £20.00 and we would aim to fulfil the request within 20 working days.

Blackhills Clinic currently complies with the Data Protection Act 1998 and is registered with the Information Commissioner's Office under registration reference: Z1723196