



Your Orthodontic Records

At Leamington Spa Orthodontics Ltd we are committed to always act in the best interests of our patients and to protect their confidentiality, dignity and wellbeing.

This policy explains the information we gather and record, why we record the information, how we use and store the records and how you can access them.

What information do we record and why?

Admin Records:

Your full name, date of birth, ethnicity (NHS patients only), full postal address, telephone numbers and email address - this is recorded so we can contact you, make claims for NHS funding and to ensure that all the other information we record is associated only to you. Please let us know as soon as possible if any of your contact details change.

The cost of your treatment (where applicable) and your payment plan. Payment for any oral hygiene products purchased.

Details of conversations between you and reception in order to ensure your needs are met. Your appointments (past and future) and any requests you have made. Details of who in the household has parental responsibility is also recorded.

Clinical Records:

The name and address of your GDP - General Dentist, GP- General Practitioner we have a professional duty of care to work with other healthcare professionals to ensure your dental and general health is maintained. We will share details of your treatment with your dentist for the purpose of treating you appropriately and effectively.

Your medical history:

We ask you to complete a medical history questionnaire on your first visit. At each following visit we will check the medical history with you and record any changes. The medical history questionnaire provides us with information which allows us to treat you safely and effectively, and in the case of a medical emergency this information should help us treat you appropriately. Your general health status - in addition to your medical history we may ask you about your general health. This is to help us provide you with appropriate additional support if needed.

Information about your hobbies:

If you play a wind instrument, sing, take part in contact sports, ride horses or cycle please tell us. All orthodontic treatment means “metalwork” in your mouth; this can alter your ability to play an instrument, change your speech or add another layer of risk of injury to the soft-tissues of your mouth in the event of a contact accident (including falls from bikes or horses).

Our findings:

What we see (physically and on radiographs) when we carry out your orthodontic examination. This will include, which teeth you have and don't have, the position of those teeth, the health of your teeth and their supporting structures (gums and bone) and how the teeth meet together. In order to gather all the information we need to diagnose your treatment needs we will need to take Intra oral scans or impressions of your teeth at the start and end of treatment. These scans and models are added to your records. We will also take radiographs (x-ray images) of your teeth in order to see what can't be seen just by looking in your mouth, again the radiographs are added to your records. Finally we will take photographs at the beginning of treatment to help us assess your treatment needs, and throughout treatment to monitor and record how your treatment is progressing and at the end so we have a record of the treatment from start to finish. The photographs are also added to your records and are not shown in any public domain.

Your clinical notes:

What we have done and why, what we have discussed with you, our recommendations, your decisions and consent.

How we store your records:

Dr Cure is a registered Data Controller with the Information Commissioner's Office. This means that we adhere to all Data Protection legislation under the Data Protection Act. Your records are computerised, this means they are kept on a secure database which is owned and managed by Dr Cure. All appropriate security precautions are in place, both physical and digital, to protect the information. Staff all receive annual training on data protection, confidentiality and information governance, and a confidentiality clause is built into all employee and contractor contracts.

Children and Young People

Under Data Protection Law children (aged 15 and under) and young people (aged 16 to 18) have a right to confidentiality. This means that children must be involved in requests for access to records and consent to access alongside the person(s) with legal parental responsibility.

Young people must give consent to access and can overrule a parent's request.

We will always endeavour to work with patients and their parents but in the hope that parents will understand our legal obligations and work with us to adhere to them for the safety, wellbeing and confidence of their children.

If you have any questions please speak to a member of the team or email our Data Security Protection Lead - **Donna Campbell at care@leamingtonspaorthodontics.com**

Who do we share your information with?

Dr Cure may be asked to disclose your records, and/or submit a formal written report to certain individuals and authorities. These include relatives and carers, other healthcare workers, NHS bodies, social services, the police, solicitors, the courts and other tribunals. The principles of patient confidentiality apply and generally the patient will need to give consent.

How can you access your records?

You are legally entitled to view your records and request a copy of them. To do so you can complete an "Access to my records - request form" which is available at reception, email to reception@leamingtonspaorthodontics.com or write to us at:

**Data Access Request
Leamington Spa Orthodontics
21 Waterloo Place
Leamington Spa
Warwickshire
CV32 5LA**

Please allow up to a maximum of 40 days for records to be copied and provided.

Published: January 2019

Reviewed January 2022

Review Date Jan 2024

Review Date Jan 2025