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dental  
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Tel: (02) 6290 0055



## Privacy Policy - How your information is managed

### HOW YOUR INFORMATION IS MANAGED

We are committed to providing quality dental care for our patients. As a fundamental part of this commitment, the dentists and staff of the practice, recognise the importance of ensuring that our patients are fully informed and involved in their dental care.

As a dental provider in the private sector we are bound by the National Privacy Principles. These principles set the standards by which we handle personal information collected from our patients.

As a part of our commitment to providing quality dental care it is necessary for us to maintain files pertaining to your dental health. The files contain the following types of information:

- Personal details (your name, address and date of birth)
- Your dental and medical history
- Notes made during the course of dental consultations
- Referrals to other dental service providers
- Results and reports received from other dental service providers.

The information held about you is provided by you or arises as a consequence of information provided by you.

Your dental file is handled with the utmost respect for your privacy. The file will be accessed by your dentist, and when necessary, for example in the absence of your usual dentist, by other dentists in the practice. It may be necessary for our staff to handle your file to address the administrative requirements of running a dental practice. Our staff are bound by strict requirements as a condition of employment regarding your dental records. Each member of staff is well versed in the principles and importance of dentist-patient confidentiality.

Ordinarily we will not release the contents of your file without your consent. However, there may be occasions where we will be required to release the contents of your file irrespective of whether your consent to the disclosure of the information is given, such as by police subpoena.

We advise that as a patient of this practice you have the right of access to any information we hold concerning you. Should you wish to access this information please contact the surgery.