

Practice Privacy Policy and Patient Consent

In order to provide you with the highest standard of care, this practice is required to collect personal information from you. This information covers basic details such as your name, address and telephone number but it is also necessary for us to obtain from you details regarding your general health and past medical and surgical events. Without this information we are unable to plan your care properly.

Naturally, some of this information is of a personal nature and might be regarded as 'sensitive' and not the sort of information you would wish to be unnecessarily disclosed to others.

This practice, in accordance with State and Commonwealth Government Privacy Legislation, respects your right to privacy. It is important that you understand the purpose for which we collect details about your health, as well as how this information is used at this practice and to whom this information may be disclosed.

We value the need to safeguard this information and, in accordance with the principles laid down in the privacy legislation and the guidelines issued by the Australian Dental Association, we would like to assure you that

- The information collected will be used for the purpose of providing treatment to you. Personal information such as your name and address will be used for accounting purposes relating to fees for treatment, and for any issues affecting your treatment.
- This information will only be used by the treating dentist in order to deliver your care at the highest standards.
- We may disclose this information to other health care professionals, or require it from them if in our judgement it is required in the context of your treatment. In that event the disclosure of your personal information will be minimised wherever possible.
- It will not be disclosed to anyone not associated with your treatment, without your express consent.
- We may also use parts of your health information for research purposes, in study groups, or in seminars. In these cases your personal identity will **not** be disclosed and any information that may identify you will be withheld.
- Your medical history, treatment records, x-rays and other material relevant to your treatment are kept at this practice. You may seek access to the information held about you and we will provide this access without undue delay. This access might be by inspection of your dental records at the time of appointment, or by special access or copying of information at other times.
- There will be no charge made for requesting this information but there may be fees levied to cover the costs of copying this information.
- We will take reasonable steps to ensure at all times that the details we keep about you are accurate, complete and up-to-date.
- We will take reasonable steps to protect this information from misuse or loss and from unauthorised access, modification or disclosure.
- Our staff are trained to respect these principles at all times.

If you have any questions regarding the information we collect from you and hold in your dental records, please do not hesitate to ask us. We are acting in your interests at all times.