

## **DATA PROTECTION POLICY**

(Please keep for your records)

We are writing to make you aware of the way we handle data collected from you. Please read our policy and sign the form at the end if you wish to give your consent to us holding your data as one of our customers. If you have any queries, please do not hesitate to let us know.

As a customer of ours, your data is entered into our electronic database. The is backed up every night onto an external USB drive which is protected by the latest ESET anti-virus software, which is one of the leading anti-virus software brands on the market. The database is password protected and as well as having limited access, staff are bound by confidentiality clauses in their contracts.

We hold the following information electronically:

Dentist Name

Practice Address

Practice telephone number

Practice email

Accounts email (where applicable)

Previous invoice history and payment history

Previous jobs which have patient name

In the form of hard copies, we keep prescription forms which contain the following information:

Dentist name

Practice address

Practice telephone number

Patient name

Appliance ordered

Appointment date

In some cases patient address

We use the above data to manufacture custom made appliances to your prescription and return them to you.

**Please note:**

We are obliged to store prescription forms for up to 7 years under MHRA/GDC/DAMAS rules which must be adhered to.

Once a dental professional has left a practice or a practice has been closed, any account open in the practice or dentist name will be closed so that no further invoices can be added. The account will be inactive but we are unable to delete records as we are obliged to keep them under GDC/MHRS and DAMAS rules. You are welcome to view any data we hold about you by contacting us at [wirewright@gmail.com](mailto:wirewright@gmail.com)

**3<sup>rd</sup> Parties**

- We use a 3<sup>rd</sup> party platform to email our customers business information – price change advice and general information, The 3<sup>rd</sup> party is in compliance with the GDPR regulations and can help us to respond to requests from our customers pursuant to their rights. The 3<sup>rd</sup> party hold only the practice email address.

We do not use any 3<sup>rd</sup> party postal companies to distribute any literature.

**To help avoid any possible data breaches and to protect patients as much as possible we recommend using the patients initial and patient code used within your practice, instead of a patient name when filling out the prescription sheets. Just the initials and patient number will be printed on the prescription sheet to keep patient details confidential.**

**Our privacy policy and terms and conditions can be viewed on our website at [wirewright.co.uk](http://wirewright.co.uk) at any time or you can email us at [wirewright@gmail.com](mailto:wirewright@gmail.com) to request that we send them to you.**

**CONSENT**

I have read this document and I give my consent for the above data and any other correspondence to be send to wirewright Orthodontic Laboratory LTD to be saved on to the database and for any prescription sheets to be stored securely in accordance within GDC, MHRA and DAMAS guidelines, I wish to continue receiving correspondence from Wirewright Orthodontic Lab I confirm that I have permission to act on behalf of this practice in signing this form.