

Data Processing Activities

Data	What we use	Why we use it	Lawful basis for use
Personal contact details	Name, Title, Address, Telephone number	<p>Register patients with the practice</p> <p>Contact patients regarding treatment</p> <p>The NHS can contact to do a survey on the dental experience e.g. NHS Friends and Family Test (in order to improve dental services)</p>	<p>Dental treatment and any surveys on treatment</p> <p>-legal authority to provide NHS dental care to patients (NHS treatment) or performance of contract with patient (private treatment)</p>
Age and Gender Details	Data of Birth, Gender	<p>Register patients with the practice</p> <p>Determine treatment</p> <p>Additional identifier to distinguish patients</p>	<p>-legal authority to provide NHS dental care to patients (NHS treatment) or performance of contract with patient (private treatment)</p>
Family Details	Next of Kin, Guardians, Carers etc.	<p>Contact in an emergency</p> <p>Contact regarding care if they are responsible for patient</p>	<p>-legal authority to provide NHS dental care to patients (NHS treatment) or performance of contract with patient (private treatment)</p>
Financial Information Details	Details of Payments, Debit/Credit card details	<p>Process payments</p> <p>Recover debts due to the practice</p>	<p>-legal authority to provide NHS dental care to patients (NHS treatment) or performance of contract with patient (private treatment)</p>
Benefits and exemption details	Details of any benefits received, Details of exemptions relied on, National Insurance number	<p>Apply reductions to cost of treatment</p> <p>Recover any debts due to us</p>	<p>legal authority to provide NHS dental care to patients (NHS treatment) or performance of contract with patient (private treatment)</p>

Any other personal information	Any communication with us where personal information is disclosed	Respond and deal with any queries, comments or feedback	Legitimate interests
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Specialised Category Information

Data	What we use	Why we use it	Lawful basis for use
Ethnicity	<p>On the relevant NHS form-<i>optional</i> (PR forms/ NHS Friends and Family Test)</p>	<p>Understand cultural/religious and language needs</p> <p>Identify any patients at risk</p> <p>Comply with the law which gives public authorities a duty to promote race equality</p>	<p>Comply with legal obligations under the Equality Act 2010</p>
Dental Records	<p>NHS forms including consent and prescriptions</p> <p>HTDC Medical history forms</p> <p>Treatment (Received, Ongoing and Plans)</p> <p>Allergies and Lists of Medications</p> <p>Medical conditions</p> <p>Investigation reports</p> <p>Clinically relevant lifestyle information (e.g. smoker?)</p> <p>Pregnant or Nursing</p> <p>Consultation Notes</p> <p>Hospital admissions records/correspondence</p> <p>Radiographs</p> <p>Photographs</p> <p>Study Models</p> <p>Conformity Statements</p>	<p>Understand clinical needs</p> <p>Provide any necessary or desirable dental treatment</p>	<p>legal authority to provide NHS dental care to patients (NHS treatment) or performance of contract with patient (private treatment)</p> <p>For both circumstances above, the further lawful basis for processing this more sensitive personal information is that it is necessary for patients dental treatment and the administration of it</p>

Audio/Visual Recordings (made with explicit consent) e.g. FD video consultation case presentation