

## How long are clinical records kept?

In accordance with the Department of Health's storage, retention and disposal guidelines Dental Records are to be kept for 11 years after end of treatment.

Children and young persons health records are to be kept until their 26th birthday or 11 years after end of treatment, whichever is longer.

## Further Information

If at any time you would like to know more about how we share or process your information you can:

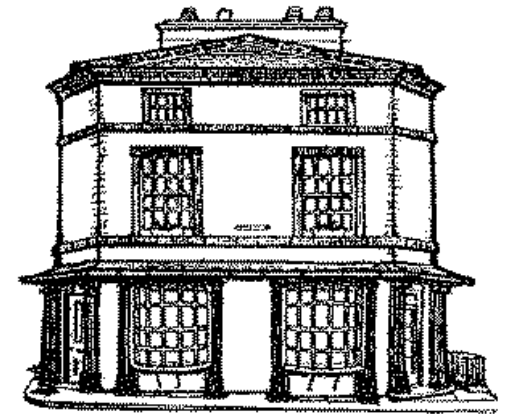
- Speak to the person in charge of your care
- Write to the Caldicott Guardian (Senior Manager responsible for confidentiality of service user information)

Caldicott Guardian  
Kirkby Stephen Dental Practice  
25 Market Square  
Kirkby Stephen  
Cumbria  
CA17 4QT

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## What do we do with your Clinical Records ?



The Dental Practice  
Market Square  
Kirkby Stephen  
CA17 4QT

Tel: 017683 71250

## What do we do with clinical records?

We keep information about service users for their future care and treatment. All staff involved in a service user's care have access to the records. This helps staff in partnership with you, to assess and meet your needs.

## Who else might see my clinical records?

Only professionals directly involved in a service user's care and those services with which we work closely with such as consultants. We will not pass on any information to the police, solicitors, insurance companies etc without your signed consent. The sharing of some types of very sensitive personal information is strictly controlled by law.

We may use your information for statistical purposes. In these instances we take strict measures to ensure that the individual service user cannot be identified.

If there are people who you feel should not have access please make us aware of your wishes and we will let you know if we can meet your request.

## How do I know that my clinical records are confidential?

Everyone who works for this practice has a common law duty of confidentiality which means information obtained for one purpose should not be used for another purpose without your agreement.

## Will my clinical records be used for any other purpose?

Occasionally, we are required by law to report information to the appropriate authorities, for example as a result of a court order. If you ask us to investigate a complaint, the appropriate staff will need to examine your clinical records in order to respond to your concerns. They also abide by strict codes of confidentiality.

## Can I ask to see my clinical records?

YES. You have the right to see the information we hold about you. This includes paper records and those held on computer.

There are however, certain exceptions:

- Where disclosing information may cause serious harm to you or other people known to you.
  - Information concerning a third party without their permission will not be disclosed if we do not have their consent.
  - Where it would be unlawful to disclose information e.g. during legal proceedings.
- You can get access to your clinical records by making a written request to:

The Practice Manager  
Kirkby Stephen Dental Practice  
25 Market Square  
Kirkby Stephen  
Cumbria  
CA17 4QT