

Mr Ali Taghi MD, FRCS

Consultant Ear, Nose, Throat Surgeon

London ENT Practice

London W2 1NY

Mobile 07392000550

Email: info@alitaghi.com

www.alitaghi.com

Privacy Policy

Data Protection Policy

Our data protection policy lays out our procedures that ensure our medical/ surgical care at Mr Ali Taghi Ear, Nose, Throat Practice in London and our employees comply with The General Data Protection Regulation (GDPR).

What personal data do we hold?

To provide patients with a high standard of surgical care, we need to hold their personal information. This personal data can include:

- Past and current medical condition; personal details such as age, address, telephone number and general medical practitioner
- Radiographs, clinical photographs and study models
- Information about their treatment that we have provided or propose and its cost
- Notes of conversations or incidents that might occur for which a record needs to be kept
- Any correspondence relating to them and other health care professionals, for example in the hospital or Medical Specialist Group.

Why do we hold information about you?

We need to keep comprehensive and accurate personal data about patients to provide you with safe and appropriate dental care. We will ask you periodically to update your medical history and contact details.

Retaining information

We will retain your records while you are a practice patient and after you cease to be a patient, for at least 10 years, or for children until age 25, whichever is the longer.

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Security of information

Personal data about you is held in the practice's computer system and/or in a locked manual filing system. The information is only accessible to authorized team members. Our computer system has secure audit trails and we back up information routinely.

Disclosure of information

To provide proper and safe dental care we may need to disclose personal information about you to:

- Your general medical practitioner
- NHS Medical or Dental Services
- Other health professionals caring for you
- Medical Specialist Group
- Insurance company you are affiliated with
- Our billing company
- Agents and Third parties as required by legal and law

Disclosure will take place on a 'need-to-know' basis. Only those individuals/organisations who need to know to provide care for you and for the proper administration of Government (whose personnel are covered by strict confidentiality rules) will be given the information.

In very limited circumstances or when required by law or a court order, personal data may have to be disclosed to a third party not connected with your health care. In all other situations, disclosure that is not covered by this Policy will only occur when we have your specific consent. Where possible you will be informed of these requests for disclosure.

Access to your records

You have the right of access to the data that we hold about you and to receive a copy. Parents may access their child's records if this is in the child's best interests and not contrary to a competent child's wishes. Formal applications for access must be in writing to The Practice Manager.

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If you do not agree

If you do not wish personal data that we hold about you to be disclosed or used in the way that is described in this Code of Practice, please discuss the matter with your doctor (Mr Ali Taghi who is the guardian of your data and the data protection officer at the practice). You have the right to object; however, this may affect our ability to provide you with dental care.

You have a right to withdraw your consent at any time, however this will not be retrospective.