

## Bedford Dental Centre Privacy Policy

### **Bedford Dental Centre Privacy Commitment to our Patients**

We are committed to protecting our patient's personal information. Privacy of our patient's personal information is an important part of our office providing patients quality dental care. We will collect, use and disclose your personal information responsibly.

### **Personal Information:**

Personal information necessary to provide professional dental care collected by you, on medical history forms, or by communication by our staff in our dental office will be used and disclosed properly.

### **Information Protection:**

We will protect your personal information from loss, theft, and unauthorized access. We have measures in place to insure the security of your information.

### **Information Disclosure:**

Your personal information shall only be disclosed to other dentists, specialists, and personal physicians. You may designate to whom we may disclose your personal information or restrict the content of your disclosure.

### **Information Retention and Destruction:**

We will keep your personal information as long as necessary to provide dental care for you and related administration. It will be destroyed in a secure manner when no longer needed for dental care.

### **Access to Your Records:**

We will provide you with your personal information entrusted to us at any time.

### **Complaint Process:**

If you wish to make a formal complaint regarding our privacy policy, please do so in writing to our privacy officer, DARREN SMITH. We will be pleased to help you.

### **PATIENT CONSENT**

Having read and understood the privacy statement for patients, I consent to the collection, use and disclosure of my personal information as presented in the statement.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_