

Warren Davies Dental Care Privacy Policy

- All staff employment contracts contain a confidentiality clause.
- Confidentiality of information will be assured.
- Procedures are in place to ensure that personal data is regularly reviewed, updated and deleted in a confidential manner when no longer needed. Personal data is only taken away from the practice premises in exceptional circumstances and when authorised by Warren Davies.
- Records are kept in a lockable cabinet.
- All conversations with patients can be undertaken in a private place if requested.

A full copy of the practice privacy and confidentiality policies are available on request.