



PRIVACY STATEMENT FOR PATIENTS

Privacy for our patient's personal information is important to us. We are committed to collecting, using and disclosing personal information responsibly.

PERSONAL INFORMATION

Personal information for our purposes is; that information necessary for the provision of professional oral health care services provided to you, and information necessary to administer our dental practice. Personal information includes all that information provided by you to us on our patient information/health/medical history form completed at your first visit and any subsequent visits. Personal information may also include any information provided by you to us during the normal course of communication between patient and dental office staff. We will use and disclose only information provided to us by you or another person on your behalf.

INFORMATION PROTECTION

We are committed to protecting your personal information. We have established and implemented a variety of security measures to properly manage and safeguard your personal information for loss, theft and unauthorized access. Access to your personal information shall be on a "need to know" basis.

INFORMATION DISCLOSURE

Your personal information shall be disclosed to only those who have a need to know, and the specific information disclosed shall be restricted to only that information relevant to the recipients "need to know". Those who have a "need to know" include other dental and health care providers (i.e. dental specialists, personal physicians). Further, the personal information disclosed to dental providers is limited to only that information required by the provider. You may at any time designate any restrictions as to whom we may disclose your personal information or restrict the content of a disclosure.

INFORMATION RETENTION & DESTRUCTION

We will retain your personal information for the period necessary to continue providing oral health services to you and for its related administration. We will destroy information in a secure manner when information is no longer necessary for the provision of oral health services and is not required to be retained for compliance with provincial or federal regulations or statutes.

YOUR ACCESS TO YOUR RECORDS

We are committed to providing you with open access to your personal information held by us. You may at any time ask to see your records held by us, and request amendments to that information. We will provide access to you within a reasonable time frame, recognizing your desire for the information and our need to carry on our practice with limited interruption.

COMPLAINT PROCESS

Should you wish to make a formal complaint regarding our privacy practices, please do so in writing to our office manager.

CONTACT

Should you have any questions, comments or concerns, please bring them to my attention or the attention of my office manager. We will be pleased to assist you.

Dr. Ellen Drysdale, BSc, D.D.S.
Dr. Joseph K Carter, BSc., D.D.S.
Dr. Michael MacDonald, BSc, D.D.S.