

## **DATA PROTECTION DECLARATION – CARLOW DENTAL CENTRE (CDC) LTD.**

The Carlow Dental Centre (CDC) Ltd., referred to herein as “CDC”, takes the protection of personal data and your / your child’s privacy very seriously.

We would like to explain how we protect your / your child’s data and what it means when you use our services. In order to guarantee the greatest possible protection of your privacy, we comply with all legal regulations on Data Protection and the provisions of the EU General Data Protection Regulation and related laws.

**Name and address of the responsible company:** CDC is your dental care provider and can be contacted at the following address: Unit 9, Graigue Village Centre, Graiguecullen, Carlow, Co Carlow, Ireland.

**Name and address of the Data Protection Officer:** Petra Polonkai (Practice Manager), Unit 9, Graigue Village Centre, Graiguecullen, Carlow, Co Carlow, Ireland.

You can contact our Data Protection officer at any time with any questions concerning data protection as follows:

By email at [reception@carlowdentalcentre.ie](mailto:reception@carlowdentalcentre.ie) with placing GDPR in the email subject field or in writing to: GDPR, Carlow Dental Centre, Unit 9, Graigue Village Centre, Graiguecullen, Carlow, Co Carlow, Ireland.

### **Personal data**

Personal data is all data that can be related to you personally. This includes personal data that you have provided to us as part of your patient application and ongoing treatment, such as your / your child’s name and your e-mail address.

### **Processing of personal data**

Within the scope of our relationship, you have made personal data available to us for the purpose of us delivering dental services to you / your child:

- Name and title
- Address(es)
- Date of birth
- Telephone / mobile phone number
- E-Mail address
- Bank details (bank name, account holder name, address, bank account number and sort code, SWIFT/BIC, IBAN) – where applicable
- Name and phone number of next of kin
- Comprehensive medical history including the name, address and phone number of your / your child’s GP
- Your occupation\*
- How you heard about us\*

\*these are not used for profiling or direct marketing purposes

Our processing of your personal data is necessary for us to provide you with dental services set as permitted by Article 6.1(b) of the GDPR.

The data and information that you provide or we hold throughout our contractual relationship may be shared between the CDC, and its affiliated companies, including third parties in connection with providing services to you / your child.

Your / your child's personal data will remain protected by contractual restrictions between the CDC companies that restrict the processing of your data.

### **Data security**

We implement comprehensive technical and organisational security measures to protect your / your child's data from unwanted access.

### **Your rights**

All related communication (instructions and requests) should be sent to the Data Protection Officer via email or post as outlined above.

1. Right to information:  
You have the right to request information from us at any time regarding your / your child's data.
2. Right of revocation / withdrawal of consent:  
If you have given your consent to the use of your / your child's data, you can revoke this at any time. This may result in you needing to terminate your relationship with us your dental service provider but we might be required to continue holding your data for legal reasons.
3. Right of rectification / correction:  
If your stored data is incorrect, you can contact us at any time and have it corrected.
4. Right to delete and block:  
You have the right to block and delete your / your child's personal data. As a rule, your personal data will be deleted within two working days of your request, unless we are required to continue holding your data for legal reasons.
5. Data transmission law:  
Should you request the release or transfer of your personal data, we will release or transmit the data to you or another responsible person such as a data controller, in a structured manner.
6. Right of objection:  
You have the right to object to the processing of your / your child's personal data by CDC at any time. This may result in you needing to terminate your relationship with us your dental service provider but we might be required to continue holding your data for legal reasons.
7. Contact for assertion of the rights of the person concerned:  
You may assert your rights in relation to your personal data by contacting our data protection officer. You can contact our data protection officer at any time with any questions concerning Data Protection, as outlined above.
8. Right of appeal to the supervisory authority:  
You have the right to file a complaint with the competent supervisory authority against the processing of your / your child's personal data if you feel that your Data Protection rights have been violated. The applicable competent supervisory authority is the Data Protection Commissioner, and complaints can be submitted to [info@dataprotection.ie](mailto:info@dataprotection.ie).
9. Storage time:

Your / your child's personal data will be deleted once it is no longer required by applicable law. Your / your child's personal data collected for advertising purposes will be deleted as soon as you withdraw your consent in writing.