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UK DENTAL GDPR COMPLIANCE GUIDE

A helpful guide to your role as an dental independent data protection officer

dpoa DATA PROTECTION OFFICERS ASSOCIATION

YOU ARE NEARLY **FULLY GDPR COMPLIANT**

QUICK, EASY PROCESS

WE HANDLE THE PAPERWORK

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REG # 16267697

WHAT IS THE DPOA?

We were formed in 2018 to help businesses become fully UK GDPR compliant.

This guide will help you in your role as an **independent data protection officer in the dental sector**.

WE HAVE LISTED OVER 74.000 REGISTERED DATA PROTECTION OFFICERS

FAST & EASY PROCESS

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We understand UK GDPR can be complicated, let the experts handle it for you.

Because of the unique needs of UK dental practices when it comes to UK GDPR compliance we have created **this specialized welcome pack for your Dental Practice.**

We have qualified data protection officers who specialize in UK GDPR.

Fully Registered & Licensed with the ICO.

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"As a dental practice contracted to the NHS you are viewed as a "Public Authority" and as such need to be fully UK GDPR compliant with a completely independent DPO"

The ICO are now actively spot checking UK dental practices to ensure that they comply.

What does this mean?

For one or multiple reasons it has come to our attention that your dental practice is **NOT UK GDPR Compliant**.

Below are the steps we will guide you through so your dental practice can **become fully UK GDPR Compliant.**

1 We will explain for you what is needed to be fully UK GDPR compliant.

2 We will explain the legal & monetary consequences non compliance can cause.

3 We will explain how to quickly & easily reach full UK GDPR Compliance.

As an independent DPO in the dental sector you are responsable to perform all of the required tasks that a registered Data Protection Officer is **required** to **perform every week, month and year** to ensure that your dental practice is fully UK GDPR compliant.

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WHAT IS NEEDED TO BE FULLY UK GDPR COMPLIANT?

UK GDPR contains 99 Articles organized into 11 chapters covering the basic fundamentals. We will review Article 5 of UK GDPR which contains:

- **7 Core Principles of Data Processing**
- **8 Data Subject Rights**
- **Key Responsabilities & Actions for Compliance**

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7 CORE PRINCIPLES OF DATA PROCESSING

- **Purpose limitation**
- **Data minimization**
- **Accuracy**
- **Storage limitation:**
- **Integrity and confidentiality**
- **Accountability**
- **Lawfulness, fairness & transparency**

8 DATA SUBJECT RIGHTS

- **Right to be informed**
- **Right of access**
- **Right to rectification**
- **Right to erasure**
- **Right to restrict processing**
- **Right to data portability**
- **Right to object**
- **Rights related to automated decision-making & profiling**

YOUR KEY RESPONSABILITIES & ACTIONS FOR COMPLIANCE

The accountability principle emphasizes that organizations are responsible for proving compliance. This involves a number of key responsibilities & actions:

Establishing lawful basis & transparency: Organizations must identify a legal basis for processing data and provide clear privacy notices to individuals.

Data mapping and auditing: Understanding what data is collected, its use, & storage location is crucial to ensure only necessary data is processed.

Developing policies and procedures: Creating and enforcing data retention policies & establishing procedures for maintaining data accuracy are essential.

Implementing security measures: Appropriate technical and organisational security measures are needed to protect data.

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What are the most common failures in UK GDPR compliance for dentists?
Our research has shown the most commonly forgotten UK GDPR key actions are:

- **Independent Data Protection Officer.** Appointing an indepedent expert who only actively ensures compliance.
- **Privacy Policy caveats on contact forms.** Clear, unambiguous, unchecked, privacy policy consent boxes on contact forms.
- **Holding data from before 2018 without clients consent.** If you hold data and/or medical records from before 2018 without their consent to do so. Our experts can guide you to fix this issue.

YOUR KEY RESPONSABILITIES & ACTIONS FOR COMPLIANCE (CONTINUED)

The accountability principle emphasizes that organizations are responsible for proving compliance. This involves a number of key responsibilities & actions:

Maintaining detailed documentation: Keeping accurate records of processing activities & impact assessments is necessary for demonstrating compliance.

Staff training and awareness: Regular staff training on data protection best practices helps ensure a strong security posture for compliance.

Managing third-party processors: Organisations must ensure processors comply with UK GDPR and have a Data Processing Agreement in place.

Incident response: An incident response plan is needed to address data breaches, including notifying authorities (like the ICO) and affected individuals when necessary.

BIGGEST RISKS FOR NON COMPLIANCE

Legal: any person whose data you hold without consent or if you are not compliant and suffer a data breach **each person can take legal action in small claims court for £ 9.500,00 (usually using a no win, no fee lawyer).**

ICO Fines: of upto **£17.5 million** for serious & less severe infractions (such as administrative errors) can lead to a fine of upto **£8.5 million**.

Investigation by ICO: which could also lead to your **dental practice being shut down temporarily or permanently.**

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HOW THE DPOA CAN HELP YOUR DENTAL PRACTICE BECOME FULLY UK GDPR COMPLIANT

Because of the unique needs of UK dental practices when it comes to UK GDPR compliance we have created a specialized **Comprehensive Dental Practice Data Protection Officer Service**

We have trained & appointed qualified DPOA members that are **registered Data Protection Officers with the ICO** who specialize in UK GDPR compliance for dental practices.

They will be your **Independent Data Protection Officer** as required by the **ICO & UK GDPR** regulations.

Your independent DPO will also review any records that are currently being stored without the consent of the individual including dental records.

Your independent DPO will advise how to re-format the data so that it fully complies with UK GDPR requirements **without the need to contact the individual**.

Your Independent DPO will thoroughly **review & fix all of your UK GDPR Failures,** your advertising and your literature to ensure that they your dental practice is fully compliant with UK GDPR requirements.

As an independent DPO in the dental sector you are responsoable to perform all of the required tasks that a registered Data Protection Officer is **required** to **perform every week, month and year** to ensure that your dental practice is fully UK GDPR compliant.

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OUR COMPREHENSIVE DENTAL PRACTICE DATA PROTECTION OFFICER SERVICE INCLUDES:

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- Keeping your organisation informed and advised about data protection

Monitoring your businesses compliance with the legislation.
Making sure personal data protection is tailored to your obligations.
Co-operating with and act as the contact point with the ICO or other supervisory authorities for your dental practice.

- Inform & advise you concerning all UK GDPR issues:

Facilitate staff training including board members, managers & data facing staff
Share best practice for data protection across the organisation
Advise on the impact of other data protection regulations
Answer queries on all aspects of personal data protection.

- We will deal with individuals ensuring they can exercise their rights to:

Request access to their data using a Data Subject Access Request (DSAR).
Be informed about processing.
Rectify incorrect data.
Review and update policies.

WE WILL BE YOUR INDEPENDENT DPO & ENSURE UK GDPR COMPLIANCE FOR YOUR DENTAL PRACTICE.

OUR DENTAL PRACTICE DATA PROTECTION OFFICERS SERVICE IS YOUR COMPLETE SOLUTION TO UK GDPR COMPLIANCE.

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- Ensure all compliance records are maintained including:

Records of Processing Activity (RoPA).
Data asset register.
Breach register.
Risk register.
Log of individuals' exercised rights.
Supervisory authority contact records.
Training record.

- Full UK GDPR documentation (as required by UK GDPR regulations) including:

Data Breach Reporting Form.
Data Protection Impact Assessment (DPIA).
GDPR General Security Documentation.
GDPR Information Security Documentation.

WE WILL ALSO PERFORM THESE ESSENTIAL TASKS:

- Regular Cyber security staff training (as required by UK GDPR regulations).

- Yearly Data Audit (as required by UK GDPR regulations).

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YOUR COMPLETE SOLUTION TO BE FULLY UK GDPR COMPLIANT

Once booked in we will immediately begin the process of making your **Dental Practice UK GDPR compliant giving you peace of mind** from ICO fines, litigation and protecting your data from data breaches.

Only **£28.95 per week**
(First Year **Paid in advance £1.505**)

ONCE BOOKED WE WILL SEND YOUR CONTRACT FOR SIGNATURE VIA LEGAL E-SIGN

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