



## **Dental Specialists, Milton Keynes - Freedom of Information Policy**

### **Guide to the Information Published by the Dental Practice**

This is a guide to the information published by the practice required by the Freedom of Information Act.

The owner is: Dr A. Soyombo

### **Your Right to Information**

As well as our published information, present and former patients of the practice have the right to access the personal information that we hold about them in accordance with the GDPR and Data Protection Act 2018. Details of how to do this is contained in the Practice Data Protection Policy, please ask for details.

### **Feedback**

We have produced this guide in order to comply with the Freedom of Information Act 2000. The purpose of the Act is to encourage organisations working for the public to be more open about the information they hold. We welcome your views on information which might not be included and on the publications themselves. If you have any comments or suggestions about the scheme, please address them in writing to: The Practice Manager, Dental Specialists Milton Keynes, 259 Queensway, Bletchley, Milton Keynes, MK2 2EH

### **Classes of Information**

We hold various types of information which we review, retain or dispose of according to the guidance received under The General Dental Council. Our information is classed into 7 categories:

1. Who we are
2. Our Services
3. Financial Information
4. Information for patients and the public
5. Complaints
6. Our policies and procedures
7. This guide

**For further information on confidentiality please contact our Practice Manager on 01908 630 169 or email [admin@dentalspecialistsmk.com](mailto:admin@dentalspecialistsmk.com)**