



Data Audit

Skyrack Dental

Business Function		Purpose	Categories of Individuals	Lawful Basis for Processing	Categories of Personal Data	Recipients	Third Countries (outside EEA)
1.	Healthcare provision including diagnosis, care and treatment	Provision of high quality, safe effective and personalised care	<ul style="list-style-type: none"> • Current patients • Prospective patients • Former patients • Carers/parents 	Legitimate interest	<ul style="list-style-type: none"> • Name • Address/contact details • Date of birth • NHS number • Dental Plan registration • Health condition • Diagnoses • Care and treatment • Special tests 	<ul style="list-style-type: none"> • Data Subjects, their authorised carers, advisors and trustees • Referral practices • Hospitals • Laboratories • Software companies (patient data) • Dental Plan company • Insurers • NHSBSA 	Cloud storage provider is microsoft
2.	Employment of staff	Lawful employment, taxation, pensions administration Performance management Skills maintenance and enhancement Disciplinary and grievance procedures	<ul style="list-style-type: none"> • Staff members • Prospective staff members • Former staff members 	Fulfilment of contract Legal Duty	<ul style="list-style-type: none"> • Name • Address/contact details • Date of birth • Health condition (e.g. medical certificates) • National Insurance number 	<ul style="list-style-type: none"> • Data Subjects • Department of Work and Pensions • HM Revenue and Customs • Healthcare Regulators 	Cloud storage



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3. Clinical care (by contracted third parties)	Contractual fulfilment Provision of high quality, safe, effective and personalised care	<ul style="list-style-type: none"> Self-employed associate dentists Self-employed dental care professionals Labs and technicians 	Fulfilment of Contract	<ul style="list-style-type: none"> Name Address/contact details Date of birth Health condition 	<ul style="list-style-type: none"> Software companies (payroll systems) Data Subjects Authorised advisers (e.g. solicitors, accountants) NHSBSA 	Cloud storage
4. Business management - advisory	Contractual fulfilment Lawful, effective and sustainable business management	<ul style="list-style-type: none"> Maintenance contractors Accountants (individuals) Solicitors (individuals) 	Fulfilment of Contract	<ul style="list-style-type: none"> Name Address/contact details 	<ul style="list-style-type: none"> Data Subjects Past/prospective owners of the business HM Customs and Revenue 	Cloud storage
5. Marketing	Business promotion, advertising	<ul style="list-style-type: none"> Current patients Prospective patients Former patients Carers/parents Staff members 	Consent: opt-in	<ul style="list-style-type: none"> Photographs Name Email address Telephone number 	<ul style="list-style-type: none"> General public 	Storage related to associated marketing providers i.e. Facebook

Audit completed by [Name]: _____ Chris fuzzard _____



Skyrack Dental
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Position [Name]:

_____ Practice Owner _____

Date:

_____ 21/5/18 _____

Review Date:

_____ May 2019 _____