



476 Cataraqi Woods Dr. Kingston, Ontario K7P 0J4

## PRIVACY POLICY

Our office understands the importance of protecting your personal information. To help you understand how we are doing that, we have outlined here how our office is using and disclosing your information.

This office will collect, use and disclose information about you for the following purposes:

- To assess your health needs and provide health care
- To enable us to contact you to book and confirm appointments
- To provide dental treatment, care and services
- To communicate with other treating health-care providers, including specialists and general dentists who are the referring dentists and/or peripheral dentists
- To allow us to efficiently follow-up for treatment, care and billing
- To process credit card payments
- To complete and submit dental claims for third party adjudication and payment
- To permit potential purchasers, practice brokers or advisors to evaluate the dental practice and to conduct an audit in preparation for a practice sale
- To deliver your charts and records to the dentist's insurance carrier to enable the insurance company to assess liability and quantify damages, if any
- To collect unpaid accounts
- To prepare materials for the Health Professions Appeal and Review Board (HPARB)
- To assist this office to comply with all regulatory requirements
- To comply with the law

If a new purpose arises for the use and / or disclosure of your personal information, we will seek your approval in advance. If an unusual request is received, we will contact you for permission to release such information. We may also advise you if such a release is inappropriate.

You may withdraw your consent for use or disclosure of your personal information, and we will explain the ramifications of that decision, and the process.