

# Information for patients

## Personal information collected

In order to provide dental care, the Centre Dentaire Dre Nathalie Kadoch must collect certain personal information by means of a medical-dental questionnaire that patients are asked to fill out and sign.

The questionnaire is then added to patients' dental records, which are stored digitally and may be accessed using a code.

Only the nursing staff has access to your health information; the administrative staff is only privy to the information needed to carry out administrative tasks, such as billing, scheduling appointments and forwarding documents to insurance companies.

## Your rights

Right to access your dental records in order to review them

Right to rectify certain information

Right to obtain a copy of your records

Right to withdraw your consent to the disclosure or use of your information

Right to restrict or refuse access to your information

Right to be informed of any disclosure of your information outside Quebec

Should you wish to exercise any of your rights or file a complaint, please send a written request to the person in charge of privacy, Dr. Nathalie Kadoch, at [info@nathaliekadoch.com](mailto:info@nathaliekadoch.com).

## Personal information retention period

Your dental records will be kept for 5 years from the date of the last entry or insertion in the records, in accordance with applicable laws. At the end of this period, they will be destroyed in such a way as to preserve their confidentiality.

# Privacy Policy

The Centre Dentaire Dre Nathalie Kadoch collects some of your personal information through its website.

The clinic is committed to protecting your privacy and invites you to read this Privacy Policy.

## **Personal information collected automatically**

Some of your personal information will be transferred to our server when you visit our website. This ensures that the data contained on our website is properly transmitted to the device you are using. The clinic keeps the personal information collected solely for technical and statistical purposes related to our website's performance.

The information collected includes:

Your Internet service provider's domain name

Your IP address

Your browser (Explorer, Firefox, etc.)

Your operating system (Windows, macOS, etc.)

The date and time you accessed our website

The webpages viewed

## **Use of cookies**

The clinic does not store any cookies permanently. Only temporary cookies are used during your visit to our website to improve the performance of certain features.

You may disable cookies via your web browser. However, doing so may restrict the use of certain functions on our website.

## **Personal information voluntarily provided by email or through the contact form**

The personal information that you voluntarily provide to us by email or through the contact form on our website, such as your name and email address, will only be used by our staff to reply to you or respond to your request and will not be retained.

## **Confidentiality agreement**

All clinic employees have signed a confidentiality agreement.

## **Person in charge of the Privacy Policy**

Should you have any questions about this policy or a complaint to make regarding non-compliance with the policy, please contact the person in charge of privacy, Dr. Nathalie Kadoch, at [info@nathaliekadoch.com](mailto:info@nathaliekadoch.com).