

# **CEDAR CLINIC LTD.**

## **Privacy Policy**

This privacy policy sets out how Cedar Clinic Ltd. uses and protects any information that you give us when you use this website.

Cedar Clinic Ltd. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

Should Cedar Clinic Ltd. make changes to this policy this page will be updated. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from 1<sup>st</sup> May 2015.

### What we collect

We may collect the following information:

- your name and date of birth
- contact information including telephone number and email address
- information such as address and postcode
- other information relevant to patient care services or enquiries
- medical information submitted by a referring dentist

### What we do with the information we gather

We require this information to ensure we provide the highest levels of care and customer service and in particular for the following reasons:

- internal record keeping
- if you are a patient of Cedar Clinic Ltd. we may need to contact you by email, phone, fax or mail
- we may use the information to improve our services
- we may periodically send promotional emails about special offers or other information which we think you may find interesting using the email address which you have provided

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### Cookies

Please see our [Cookie Policy](#).

### Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over those other website. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy

statement. You should exercise caution and look at the privacy statement applicable to any other website you visit.

#### Controlling your personal information

You may choose to restrict the use of your personal information by writing to us or emailing [anne.nicoll@cedarclinic.co.uk](mailto:anne.nicoll@cedarclinic.co.uk)

Any information we retain is held in strict confidence and we will not sell, distribute or disclose your personal information to third parties unless we are required to do so by law.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to: The Practice Manager, Cedar Clinic Ltd., 9 Cedar Lane, Frimley, Surrey GU16 7HT.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us at the above address or email as soon as possible. We will promptly correct any information found to be incorrect.

## Cookie Policy

This website uses Cookies and this page sets out our Cookie Policy. If you do not accept or if you are not in agreement with our Cookie Policy please do not use this website.

#### Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or assists with the functionality of a specific site.

You can find out more about Cookies here: [www.aboutcookies.org](http://www.aboutcookies.org)

#### How we use cookies

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to provide a better user experience. The data is collected anonymously and is only used for statistical analysis purposes. This information, for example, allows us to record the number of users who visit a particular page each day.

Cookies also provide you with safer interaction with our website by helping to ensure the security of information if, for example, you fill in a form. A cookie only gives us access to the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can modify your browser setting to decline cookies if you prefer. See the 'options' or 'preferences' menu in your web browser to manage your cookie settings.

#### User agreement

By using our site, you agree to the placement of cookies, by this site, onto your computer. If you choose not to receive cookies, this may prevent our website from working properly and it may be unable to process any forms you may wish to submit.

You may also be interested in our [Privacy Policy](#)