Dentyaan

Privacy notice for patients: a template

A starting point under India's Digital Personal Data Protection (DPDP) Act. Not legal advice: have it checked for your clinic.

Clinic: _____

Doctor: _____

Phone: _____

Fill in the parts in [brackets], remove what does not apply, and display it at the front desk or give it to patients in a language they understand. Rules may change: check the latest DPDP Rules and get advice from a lawyer.

[Clinic name]: how we use your information

Who we are. [Clinic name], [address], is responsible for your personal data. Contact [name] at [phone] or [email] for any question about your data.

What we collect. Your name, age, sex, phone number and address; your medical and dental history; examination findings, X-rays and photos; treatment notes, prescriptions and bills.

Why we use it. To diagnose and treat you, to keep your dental record, to bill you, to remind you about appointments and the next stage of treatment, and to meet the law (for example keeping medical records).

Who we share it with. Only as needed for your care: dental labs and scan centres working on your treatment, pharmacies when you ask, and our software and cloud providers who keep the data safe for us under contract. [Name them, for example the clinic software.] We share data with authorities only when the law requires.

Reminders. With your consent, we send reminders by [phone / SMS / WhatsApp]. You can stop them at any time by telling us.

How long we keep it. We keep your record for [period], as medical record rules and our professional duties require, and then delete or anonymise it.

How we protect it. [For example: each staff member has their own login; records are stored in India, encrypted and backed up; paper records are kept locked.]

Your rights. You can ask to see a summary of your data, to correct or update it, to withdraw consent for reminders, to have data we no longer need deleted, and to name someone to act for you. Ask at the front desk or contact [name]. If you are not satisfied, you can complain to the Data Protection Board of India.

Children. For patients under 18, a parent or guardian gives consent.

I have read and understood this notice (patient or guardian) _____ **Date** _____

Read more: dentyaan.com/learn/dpdp-act-for-dental-clinics