

## How We Use Your Information

### Oral Health Improvement Service

The Oral Health Improvement Team at Bradford District Care Foundation Trust are dedicated to improving oral health across our local community. We offer a wide range of activities which includes: fluoride varnish applications, advice on how to brush babies' teeth, health eating for pre-school children and tooth brushing support in primary schools. We focus on preventing dental disease in young children, vulnerable adults and the elderly.

We work in schools, community centers and health clinics and we share our knowledge with a wide variety of health professionals, voluntary and community groups to offer training and support. We can provide a range of oral health education resources which are free to borrow.

If your child is recruited to our Fluoride Varnish Programme for 2-4-year-old we will record your child's name, address, contact details and medical history. We would only collect these details with your consent as we use them to demonstrate the service is working effectively to provide support for members of our community. These contact details will not be shared with any other service. The only exception to this rule is if we believe that sharing your information could prevent you or another person from harm. In this situation we may share any details necessary to prevent harm, this is called safeguarding.

We keep a record of your child's participation in the programme in a secure filing system and we hold a copy of this file for 10 years after your child exits the programme. If you have any questions or concerns about this, please discuss them with a member of our team.

If you would like to receive a copy of any of the information we hold on you please email [dpa.requests@bdct.nhs.uk](mailto:dpa.requests@bdct.nhs.uk) or write to: The Information Governance and Records Management team, New Mill, Victoria Road, Saltaire, West Yorkshire, BD18 3LD or phone 01274 363 629. If you have any concerns about any of the information recorded in your files please contact the team so that they can talk to you about your rights.

The Bradford District Care Foundation Trust has a Data Protection Officer who is there to answer any concerns that you might have around how your information is being used or stored. If you have any questions please email Gaynor Toczec on [dpo@bdct.nhs.uk](mailto:dpo@bdct.nhs.uk) or you can write to her at the address shown above.

If, for any reason, you are unhappy with our response you can contact the Information Commissioners Office for further guidance. Call the helpline on 0303 123 1113 (local rate number) Or see the ICO website <https://ico.org.uk> or Write to: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AE.