**Centre dentaire Poirier Inc.’s Privacy policy**

**Effective date: September 22, 2023**

At Centre dentaire Poirier Inc., we are committed to protecting the confidentiality and security of our patients' personal information. This Privacy Policy explains how we collect, share, use and protect your personal information in accordance with applicable laws and regulations.

**Information We Collect**

We collect personal information from our patients to provide them with dental services. This information may include, but is not limited to:

• Contact information such as your name, mailing address, email address and telephone number;
• Demographic information such as your age and gender;
• Health information such as your medical history, current medications and allergies;
• Insurance information, such as your policy number and insurance company
• Biometric information such as X-rays and dental imaging.

**How we use your information**

We use your personal information to provide you with dental care, including:

• Facilitate appointment scheduling;
• Perform dental examinations and treatments;
• Maintain and update my dental records;
• Manage patient accounts;
• Contact you with reminders and follow-up information and;
• Process payments and insurance claims.

We may also use your information to improve our dental services and to comply with legal and regulatory requirements.

We only collect personal information necessary for the purposes identified in this policy. Personal information is not used or disclosed for purposes other than those for which it was collected, except with the consent of the individual concerned or as required by law. Personal information is kept only as long as necessary to fulfill these purposes.

**Our collection methods**

Personal information will be collected through a combination of paper forms, in-person interviews and any communication with the Centre dentaire Poirier Inc.’s staff.

**Information Sharing**

We do not share your personal information with third parties except as necessary for the provision of dental services, such as with dental laboratories for the creation of dental appliances, with a medical professional to refer treatment or with dental companies to claim insurance.

Centre dentaire Poirier Inc. agrees not to give, sell or rent my personal information to third parties.

We will only share information with your consent or when required by law.

**Where Your Information is kept**

Personal information is generally stored or processed in facilities located in Quebec. Some of this data may be processed by third parties outside Quebec. If this is the case, the Centre dentaire Poirier Inc. will take reasonable measures to ensure the protection of your data with the third parties in question.

**Protecting Your Information**

We take reasonable measures to protect your personal information from unauthorized access, use or disclosure. Despite this, no security mechanism can guarantee perfect protection and there will always be some residual risk.

Our office uses secure records systems, effective identity and access management, and physical safeguards to protect your information, all in accordance with applicable laws and regulations.

**Your Rights**

You have the right to access, modify or delete your personal information. You may withdraw your consent to the collection and use of your personal information at any time. However, this could prevent the Centre dentaire Poirier Inc., for example, from providing you with adequate dental services.

You have all rights consistent with legal and regulatory requirements.

If you wish to exercise these rights, please contact us at 819-849-2626.

**Our Privacy Policy’s Modifications**

We reserve the right to modify this Privacy Policy at any time to maintain compliance and to reflect any changes to our process for collecting personal information.

If we make significant changes to the policy, we will notify you by posting a new version of the policy on our website.

**Contact Us**

If you have any questions regarding our privacy policy or the handling of your personal information, please contact us at 819-849-2626.

**Effective Date: September 22, 2023
Date of last update: September 22, 2023**

**Consent Form for the Collection and Use of Personal Information**

I, the undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby give my consent to the collection, use and disclosure of my personal information by the Centre dentaire Poirier Inc. for the purpose of providing me with dental services.

***13 and under -*** *I, the undersigned), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby give my consent to the collection, use and disclosure of the minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s personal information, of which I am the legal guardian, by the Centre dentaire Poirier Inc. for the purpose of providing dental services to him/her.*

I acknowledge having received information on how personal information will be collected, used, shared, stored and protected.

I acknowledge having received information on the rights relating to personal information. The above information can be found in the confidentiality policy of Centre dentaire Poirier Inc. on pages 1 and 2.

I understand that the consent is valid as long as I am a patient of Center dentaire Poirier Inc. *or as long as the person for whom I am the guardian is a minor* and that I can withdraw my consent to the collection and use of my personal information at any time according to the procedure described in the confidentiality policy of the Centre dentaire Poirier Inc. However, this could prevent the Poirier Dental Center Inc. to provide me with dental services.

I have read and understood the above information and voluntarily consent to the collection and use of personal information as described.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Print name of the minor* ***13 and under****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

