

# PRIVACY POLICY

## RIDEAU ORTHODONTIC MFG. LTD.

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As required by the Personal Information Protection Electronic Documents Act (PIPEDA), this notice describes how information about you may be used and disclosed, and only to the extent necessary for the services we provide. We are committed to treating and using information about you responsibly.

This notice is in effect as of  
Friday, November 21, 2003.

It applies to all protected information as  
defined by the PIPEDA.

### HOW WE PROTECT PATIENT'S PERSONAL INFORMATION

- Separate keys used to open office where only the patient name, age and any digital records are stored on disk; locked in fire-proof vault in office (these records must be stored indefinitely as it is a requirement of the Registered Dental Technologist Association.
- A code is required in order to open the computer program.
- A unique individual alarm code is required to enter and exit the office building and laboratory. The security service records time, date and individual access.
- We restrict access to patient's personal information to employees that need to know that information in order to aid in appliance fabrication and treatment planning.
- All physical records are returned to the patient's dentist.

### WHAT PERSONAL INFORMATION WE OBTAIN FROM DENTISTS

- Name, age, gender and race of a patient in order to produce a computer generated cephalometric analysis for growth forecast etc.
- Extraoral photography, which could include frontal, lateral, intraoral images.

- Radiographs, which could include a frontal, lateral, panorex, hand/wrist and jaw joint x-rays.
- Impression of mouth and wax bite.
- In some cases a TMJD Questionnaire and/or a Case Evaluation Questionnaire.

### WHY WE REQUIRE AND HOW WE USE YOUR INFORMATION

- We need to know where the teeth are relative to the soft tissue compared skeletally, especially in a growing patient.
- We require this information in order to help as an aid in determining the exact treatment required for the patient.

### YOUR RIGHTS

You have the right to obtain a paper copy of this notice from our laboratory. If you believe your privacy rights have been violated, you have the right to report the violation to our Privacy Officer who will promptly investigate the matter. Please contact our office directly or fax/e-mail your message.

Alternatively, if you remain dissatisfied you also have the right to contact the College of Dental Technologists of Ontario:

Telephone (416) 438-5003

Fax: 416-438-5004

E-mail: [info@cdto.ca](mailto:info@cdto.ca)