

# Information From Your Clinic

## Personal Information Collected

The Clinique de parodontie et d'implantologie de la Rive-Sud must collect the personal information required to provide dental care by means of the attached confidential medical-dental questionnaire, which is presented to you for signature.

The confidential medical questionnaire is kept in your dental record, and your dental record is kept on digital media controlled by access codes.

Only caregiving staff will have access to your health information; administrative staff will only have access to the information they need to perform their duties (billing, appointment scheduling, insurance transmission).

## Your rights

- Right to access and review your dental records
- Right to rectification
- Right to get a copy
- Right to withdraw consent to the disclosure or use of information
- Right to restrict or refuse access to the information
- Right to be informed if your information is disclosed outside Québec

If you wish to exercise any of your rights, or make a complaint, please send a request to the Person in charge of the protection of personal information, Jessica Lavoie in writing to [paro.cordo@paroimplantorivesud.com](mailto:paro.cordo@paroimplantorivesud.com).

## Personal Information Retention Period

Your dental records shall be kept for five years following the last entry or insertion in the file, in accordance with the law. At the end of this period, they will be destroyed to preserve their confidentiality.