

# Privacy Policy

**Moriguchi Dental Clinic** (hereinafter referred to as "our clinic") considers it an important responsibility to properly handle and protect the personal information of patients.

Our hospital will safely manage and appropriately manage personal information in accordance with the following policy.

## 1. Acquisition of personal information

Our hospital will acquire personal information by appropriate and fair means to the extent necessary for medical treatment, treatment, and related operations.

## 2. Purpose of Use of Personal Information

The personal information we acquire will be used for the following purposes:

- Provision of medical services and management of medical records
- Health insurance administration, accounting, and accounting
- Cooperation with other medical institutions and pharmacies and response to inquiries
- Responding to inquiries from patients
- Notification of changes or cancellations of medical treatment
- Training and case studies to improve the quality of medical care
- Reporting and procedures based on laws and regulations

If the use is to be used for other purposes, the patient's consent will be obtained in advance.

## 3. Provision of personal information to third parties

Except in cases of law or emergency, our hospital will not provide personal information to third parties without the patient's consent.

## 4. Management of personal information

We will take reasonable and appropriate safety management measures to prevent leakage, loss, falsification, damage, etc. of personal information. We will also provide necessary and appropriate supervision to employees and subcontractors.

## 5. Disclosure, correction, suspension of use, etc. of personal information

If a patient requests disclosure, correction, suspension of use, or deletion of his/her personal information, we will promptly respond in accordance with laws and regulations.