

STEP 3D Data Handling Policy

Policy Review Date: 28/6/2016

1.0 Who we are

- STEP 3D is a multi-disciplinary 3D printing & design studio based in Glasgow, Scotland.
- STEP 3D works with commercial businesses, the NHS, and private medical & dental centres.
- STEP 3D is not part of the NHS.

2.0 What we do

STEP 3D uses medical data, usually in the form of Digital Imaging and Communications in Medicine (DICOM), to produce physical 3D models of patients' anatomy to allow physicians to plan treatment more accurately and in a reduced time. It is the responsibility of the medical/dental practitioner to inform the patient that a scan of their anatomy is being sent to a third party for the purpose of creating a physical model.

3.0 Data Handling Policy

Personal patient information such as name, age, date of birth, address, clinical condition etc. is not required by STEP 3D for the production of anatomical models. If any additional data is communicated in order to provide useful information to assist in model production it will be processed in accordance with the Data Protection Act 1998. All data will be held confidentially and used only for the task specified by the provider.

Any physical data (DICOM data on CDs and any accompanying cover letters) sent to STEP 3D will be stored in a secure premises that is locked overnight in a building with controlled access. Physical data of this kind will be returned to the provider with the model either by courier or recorded delivery. If for any reason data cannot be returned it will be destroyed at the request of the provider.

The following link provides guidelines for ensuring the appropriate use of patient and personal information

<http://systems.hscic.gov.uk/infogov>