



Smile Artistry Pty Ltd
 ATF Smile Artistry Unit Trust
 ABN 53 502 692 764
 Level 1, 31 Sherwood Road
 PO Box 714
 Toowong, Qld 4066
 Ph. 3870 3344 | Fax. 3870 7830
 Web. www.smileartistry.com.au
 Email: info@smileartistry.com.au

I, _____, request the release of my Personal Dental Records from Smile Artistry Pty Ltd.

I am satisfied and understand the process of requesting my Personal Dental Records from Smile Artistry as detailed in Smile Artistry's Privacy Policy, viewable online at www.smileartistry.com.au/privacy-policy

The Personal Details used to identify my Dental Records at Smile Artistry are:

FULL NAME: _____

DATE OF BIRTH: _____

ADDRESS: _____

I request my Personal Dental Records to be forwarded to the following address:

FORWARDING ADDRESS: _____

If required I can be contacted by email at: _____

If required I can be contacted by phone on: _____

SIGNED BY PERSON/GUARDIAN: _____

(if Guardian please also print name)

TODAY'S DATE: _____

If a patient wishes to gain a copy of their records, then they can make this request through Smile Artistry's Reception. Smile Artistry does require a signed form which correlates with your Personal Dental Records before the request for your Personal Dental Records is started. This is to protect the confidentiality and security of your Personal Dental Records. Smile Artistry will give a response within 14 days to this request advising whether any records are to be withheld, the reason to with-hold those records, and any costs to be paid before the records will be printed. So that Smile Artistry can provide accurate records, costs will be incurred at the cost of \$2 per page to cover the administration and materials involved in the collation of this information. Should larger items require posting, there may be a postage charge incurred if not collected in person. Payment of this fee will be required before the information will be printed. Postage or advice for collection will be completed within seven (7) days of payment. Due to the nature of collected photographic records, and the sensitive series of angles, difficulties in printing accurate records, and our customised equipment used, photographic records remain the property of Smile Artistry Pty Ltd and will not be released. Should other information be withheld, Smile Artistry will give the reasons behind this decision.

