

NGH Privacy Notice Summary



Purpose

Naas General Hospital (NGH) as the Data Controller complies with all applicable data protection legislation. The purpose of this privacy leaflet is to explain how we collect and use personal information for the provision of our services.

Please read our full HSE Privacy Notice available at <https://www.hse.ie/eng/gdpr>

How we obtain information

We may obtain your information from a variety of sources, including information you give to us. We may also receive your personal information from third parties, for example your GP, your dentist, your social worker, pharmacist, or family member.

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The Information we process

To allow us to provide services to you, we collect and process various categories of personal information.

Information we collect may include

Type of Information

- Personal details about you, such as date of birth, address, next of kin, contact details (mobile phone number) etc.
- Notes and reports about your health needs
- Results of investigations, e.g. Assessments; laboratory tests, X-Rays;
- Relevant information from other health and social care professionals, your carers or relatives
- Special categories of information, which may include racial or ethnic origin, religious or philosophical beliefs, and the processing of genetic data, biometric data for the purpose of uniquely identifying a person, data concerning health or data concerning a person's sex life.

Why we Process your Information:

- To review the care we have provided for you.
- To protect wider public health interests
- To provide information for planning so we can meet future needs for health and social care services
- To provide information to prepare statistics on Health Service performance
- To carry out health audit
- To provide training and development
- To investigate complaints, legal claims or adverse incidents
- To remind you of appointments by text
- For statistical information and research

Data Sharing

- Data will only be shared on a need to know basis in relation to your treatment and care.
- This can happen both internally within the wider HSE or externally (e.g. between health professionals involved in your care) and externally (e.g. specialist consultants).
- We may also share your data with anyone you authorise us to communicate with on your behalf.
- In some cases we may transfer your information to hospitals/organizations in other countries which is necessary to provide you with health and social care services.

The current list of categories of third parties with whom personal data is shared may be found on the HSE website <https://www.hse.ie/eng/gdpr/disclosees/disclosees.pdf>

How we securely retain your records

Your records are secured in line with HSE Information Security Policies which are aligned to industry good practice. All staff working for the HSE have a legal duty to keep information about you confidential and staff are trained to ensure data is kept secure. <https://www.hse.ie/eng/services/publications/pp/ict/information-security-policy.pdf>

Retention period

We will only retain information for as long as necessary. Records are maintained in line with the recommendations of the HSE retention policy, which can be found at <https://www.hse.ie/eng/services/yourhealthservice/info/dp/recordretpolicy.pdf>

Legal basis for processing

NGH is in line with the HSE's lawful basis for processing personal data of service users is as follows:

- The processing is necessary for a task carried out in the public interest or in the exercise of official authority vested in the controller; for the NGH this official authority is vested in us through the Health Act 2004 (as amended).
- The processing is necessary in order to protect the vital interests of the person. This would apply in emergency situations such as in the Emergency Department when unconscious, sharing information with other emergency services for rescue or relocation in major emergencies.

Special categories of data

We will only process special categories of personal data where it is necessary:

- for the purposes of preventative or occupational medicine,
- for the assessment of the working capacity of an employee,
- for medical diagnosis,
- for the provision of healthcare, treatment or social care,
- for the management of health or social care systems and services, or
- pursuant to a contract with a health professional.

Processing of Health Data is lawful where it is undertaken by or under the responsibility of

- a health practitioner, or
- a person who in the circumstances owes a duty of confidentiality to the data subject that is equivalent to that which would exist if that person were a health practitioner. For example the outpatient clinic secretary, Emergency Department Receptionist, Primary Care Centre staff etc.

If the purpose of the processing is for a reason other than the legal basis above, we will seek explicit consent to process your sensitive personal data (referred to as 'special categories' of data under the GDPR).

Your rights

You have certain legal rights concerning your information and the manner in which we process it. This includes:

- a right to get access to your personal information;
- a right to request us to correct inaccurate information, or update incomplete information;
- a right to request that we restrict the processing of your information in certain circumstances;
- a right to request the deletion of personal information excluding medical records
- a right to receive the personal information you provided to us in a portable format;
- a right to object to us processing your personal information in certain circumstances; and
- a right to lodge a complaint with the data protection commissioner

You can access your health records by making a subject access request (SAR) and forms are available for this purpose at

<https://www.hse.ie/eng/gdpr/SARSForm>

and should be submitted to the Quality, Risk and Patient Safety Department (Request Records Section) or emailed to requestmyrecords.naas@hse.ie.

Contact Details

Data Protection Officer (DPO) HSE	DPO dpo@hse.ie T 01-6352726
Deputy Data Protection Officer HSE Dublin mid- Leinster (excluding voluntaries) <ul style="list-style-type: none">• Dublin Midlands Hospital Group• Ireland East Hospital Group• Community Healthcare Dublin South, Kildare & West Wicklow	Deputy DPO Dublin Mid Leinster ddpo.dml@hse.ie T 057-9357876 T 045-880496
In Naas General Hospital queries on accessing your records can be made through:	Tel: 045 849514