



# Patient Privacy Notice

## A Guide to Your Data, Your Privacy and Your Rights under Data Protection Law



See the hospitals website for a full version of the privacy notice @ [www.beaumont.ie](http://www.beaumont.ie)

### How to Contact Us:

#### Accessing your information:

Routine Access Office

☎ : +353 1 809 2873

✉ : [routineaccess@beaumont.ie](mailto:routineaccess@beaumont.ie)

#### Making a Complaint:

Patient Advisory Liaison Service

☎ : +353 1 809 3234/2427

✉ : [pals@beaumont.ie](mailto:pals@beaumont.ie)

#### Data Protection Officer:

☎ : +353 1 809 2162 / 3392

✉ : [dpo@beaumont.ie](mailto:dpo@beaumont.ie)

### Your Data Protection Rights:

**Right of Access** - You have the right to request a copy of your information

**Right of Rectification** - You have the right to have inaccuracies rectified

**Right to be Forgotten** - You have the right to have your data erased (exemptions may apply)

**Right to Data Portability** - You have the right to have your data transferred from one data controller to another

**Right to object to processing** – You have the right to object to certain types of processing (exemptions may apply)

**Right of restriction** – You have the right to restrict use of data (exemptions may apply)

**You have the Right to complain to the supervisory authority @ 21 Fitzwilliam Square South, Dublin 2, Ireland**

<https://www.dataprotection.ie>

### What information do we collect about you?

As a Data Controller, Beaumont Hospital collects and processes personal data such as:

- Name
- Address
- Date of birth
- Contact details
- GP details
- Next of kin
- Financial details such as health insurance
- Clinical information, treatments, procedures, diagnosis and reports
- CCTV Images

### Where does this information come from?

We get this information directly from you in person, over the phone or from a specific form or email you have completed.

Information may also be collected from people who may care for you and know you well, such as:

- Relatives
- Carers
- Your GP
- Community services or other facilities and health care professionals

This is to make sure we have a full picture regarding your current status and needs.

### What do we use your information for?

- To make sure your care and treatment is safe and effective
- To work with other organisations who may be involved in your care
- To send you text reminders for appointments
- To review the care provided to patients (audit), which will help to improve the quality of services and ensure services meet future needs
- To help with training healthcare professionals
- Invoicing, billing and account management
- CCTV is used to assist in safeguarding patients, staff, visitors and property

### Do we share your information?

Yes, there are times when we need to share your information to ensure you receive the best care and treatment. We may share your information with:

- Your GP
- Community services
- Other hospitals or care facilities

We also give reports to organisations such as the HSE, HIQA, the National Cancer Programme, the National Office of Clinical Audit and others. These reports may be put together using information collected from patients.

### Health Research

Research is the way new information about the treatment and management of illnesses is found and is an important activity of the hospital. The Minister for Health has amended the Health Research Regulations 2018 to allow organisations like Beaumont Hospital to carry out important health research.

All Health Research will be reviewed and approved in advance by a Research Ethics Committee and you will be asked to give consent to participate in the research. Beaumont Hospital promotes a minimum use of personal data in all research projects and all researchers are required to complete a **'data risk impact assessment'** in relation to the personal data they wish to collect and use in their study.

Two areas amended are pre-screening and retrospective chart reviews.

#### Pre-Screening

Pre-screening patients for a clinical study is common practice in health research. This process involves reviewing the medical records of patients who have received healthcare services in Beaumont Hospital.

Pre-screening of patient records without consent may only be carried out by:

- a health practitioner employed by Beaumont Hospital or a person studying to be a health practitioner under the direction and control of the hospital;
- an employee of the hospital who would ordinarily have access to your personal data in the course of their duties;
- an **"authorised person"**

An **"authorised person"** may be an employee of:

- An institution of higher education;
- A body or person whose principal activity is the provision, management or development of a health practitioner; or
- A registered charitable organisation, one of whose objects is to support research and education in the health services,

Access to your data will be for the sole purpose of pre-screening as set out in an agreement between Beaumont Hospital the employer of the pre-screener.

If you are identified as a potential candidate, you may be contacted by the research team, and you will be asked to consent to take part in the research.

#### Retrospective Chart Review Studies

Chart review studies use data which was previously

collected by the hospital for the provision of your health care.

These studies facilitate the rapid collection of clinical, safety, and healthcare resource utilisation data. The default option for retrospective chart review studies is to obtain your consent.

Consent may not be obtained if the following conditions are met:

- The study is approved by a Research Ethics committee
- The **'data risk impact assessment'** carried out by the researcher demonstrates that your privacy will not be at risk

Chart review studies may only be carried out by:

- a health practitioner employed by Beaumont Hospital or a person studying to be a health practitioner under the direction and control of the hospital;
- an employee of the hospital who would ordinarily have access to your personal data in the course of their duties;

Any data collected in this manner will not be disclosed to another person and any findings, if published, will not identify individuals.