



## **FAIR PROCESSING NOTICE**

### **What information do we collect and store about you?**

- Name, Address, Date of Birth, Phone number, GP details, Next of Kin Details, etc.
- Financial Details such as Health Insurance
- CCTV images
- Clinical Information, Treatments and Procedures, Diagnosis, notes and reports about your health etc.
- Information from people who care for you and know you well such as health professionals and relatives

### **How do we collect your information?**

Directly from you either in person, over the phone or from a specific form or email you have completed. There may be instances, such as being brought to our Emergency Department but being unconscious or unable to communicate, where we will need to obtain information from other sources such as family members, carers, GPs, community services or other facilities in order for us develop a full picture regarding your current status and needs.

### **How do we use your information?**

- To help in decision making about your care and ensure that your treatment is safe and effective
- To work effectively with other organisations who may be involved in your care
- To support the health of the general public
- To review care provided (audit) to improve service quality and ensure services meet future needs
- To train healthcare professionals
- To provide reports to external agencies as required
- To enable research (information will be fully anonymised, where this is not possible you will be asked to give your consent)

### **With whom do we share you information?**

In order to ensure that our patients receive the best care we will occasionally pass your data to GPs, community services, other hospitals and care facilities. Sometimes it will also be necessary for us to share your information with outside agencies such as, but not limited to The Health Services Executive (HSE), Health Information and Quality Authority (HIQA), National Cancer Control Programme (NCCP), National Office of Clinical Audit (NOCA) as part of our organisational reporting requirements.

### **Your rights**

- Right of Access - To request a copy of your information (see Routine Access Office, below)
- Right of Rectification - To have inaccuracies rectified
- Right to be Forgotten - To have your data erased (exemptions may apply)
- Right to Data Portability
- Right to object to processing – right to object to certain types of processing (exemptions may apply)
- Right of restriction – to restrict use of data (exemptions may apply)
- Right to complain to the supervisory authority

<b>To Access your Information</b>	<b>Making a Complaint</b>	<b>Data Protection Officer</b>
Routine Access Office Beaumont Hospital Beaumont Road Dublin 9 +353 1 809 2873 <a href="mailto:routineaccess@beaumont.ie">routineaccess@beaumont.ie</a>	Patient Advisory Liaison Service Beaumont Hospital Beaumont Road Dublin 9 +353 1 809 3234/2427 <a href="mailto:pals@beaumont.ie">pals@beaumont.ie</a>	Mark Graham Beaumont Hospital Beaumont Road Dublin 9 +353 1 809 2162 <a href="mailto:dpo@beaumont.ie">dpo@beaumont.ie</a>

To see your Rights in full please go to <http://adprandyou.ie/adpr-for-individuals/>

*Beaumont Hospital is a voluntary teaching hospital*



**Beaumont Hospital** (incorporating St Joseph's Campus Raheny)

A Member of the RCSI Hospital Group



**RCSI HOSPITALS**  
OSPIDÉIL RCSI

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