



A Statement of Information Practices from the HSE Schools Immunisation Programme

Why is information recorded about me?

The HSE Immunisation Offices collect personal data about individuals directly from the individual or from persons acting on their behalf such as a parent/guardian. The personal data collected may include name, address, date of birth and relevant medical vaccination data.

What happens to your information?

Your information is used to keep a record of vaccinations provided to you by the HSE in schools or clinics. Your records are used to ensure that we provide you with the best possible care so it is important that your records are complete and up to date. Some of your information may be used for grouped statistical reporting.

Our software supplier; Opensky Data Systems assist us in managing our IT system and all staff are trained and are fully aware of their obligations under Data Protection.

The HSE's Health Protection Surveillance Centre ([HPSC](#)) collate aggregate data for statistical publication but do not publish or have access to any individual client details.

If you are eligible for the HPV programme the HSE National Immunisation Office must, by law, provide your details to [Cervical Check](#), the Cervical Screening Service (Health Provision of Information Act, 1997). Additionally, when you consent to HPV immunisation, you consent to the HSE National Immunisation Office providing your HPV records to Cervical Check.

[HSE record retention policy](#) states we must retain your medical records for 7 years (in case of adults) and until your 25th birthday (in cases of children and young people) or 8 years after death.

Consent Process

The HSE Immunisation Offices provide you with a consent form prior to vaccination. This information is recorded and used to direct the services offered to you. Your information can only be accessed by authorised HSE Immunisation Office staff.

You may withdraw consent at any time once it has been given. Please contact us if you wish to do so.

All HSE staff have a legal duty to keep information about you confidential and are aware of their obligations under Data Protection Legislation.

Protection of privacy of personal information

The HSE has in place the appropriate policies and procedures to ensure that staff collects only the minimum information that is needed about service users and providers. Your information is kept in a confidential and secure manner on our IT systems.

The HSE has implemented strong administrative, physical and technical safeguards, consistent with industry best practices, to protect the personal health information being transferred, processed or stored from theft, loss, unauthorised use, modification, disclosure, destruction and/or damage. These include security software and encryption protocols, firewalls, locks and other access controls, privacy impact assessments.

Can I see my information?

The Freedom of Information Act and the Data Protection Act allow you to find out what information is held about you on computer and on certain manual records. If you wish to see a copy of the information that we hold about you should submit the request in writing, along with proof of identification to your Local Health Office. The links to the offices are listed on our website at www.immunisation.ie

You can search online for HSE FOI or click [here](#).

Procedure for making a complaint

We welcome your feedback and comments. If you would like to submit a comment or complaint to us, this can be done in person, in writing, by phone, email or online form.

Search online for HSE Complaints or click [here](#)

To get in touch with our Data Protection Office visit our dedicated HSE website <https://www.hse.ie/eng/gdpr/>

Further information about Data Protection can be obtained from the Data Protection Commissioner website www.dataprotection.ie

