

Privacy Policy Condensed Version

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1.1 Purpose

Connolly Hospital (CHB) is committed to ensuring the privacy and confidentiality of your personal information.

Connolly Hospital must comply with the General Data Protection Regulation (GDPR), which came in to force on 25th May 2018 and the Data Protection Acts 1988 to 2018. The 1988 Act was amended by the Data Protection (Amendment) Act 2003. The 2003 Amendment Act brought our law into line with the EU Data Protection Directive 95/46/EC. For more information see www.eugdpr.org

We are committed to complying with all applicable privacy laws which govern how Connolly Hospital collects, uses, discloses and stores your personal information.

This Privacy Statement sets out in brief how Connolly Hospital will handle your personal information.

1.2 Information Governance

Information Governance is the set of standards we must follow in handling personal healthcare records. Good information governance means that all personal health information is handled legally, securely, efficiently and effectively in order to deliver the best possible care to people who use our services. It also includes sharing of relevant personal health information with our healthcare providers where appropriate.

What does it involve?

- We must manage our records effectively. This means that information should be accurate, up to date and accessible when it is needed.
- We must ensure that information is kept securely and is accessed only by those who should be accessing it.
- We must protect the confidentiality of the information - information provided in confidence should not be used or disclosed in a way that might identify an individual without a legal basis for processing.
- Patients have a right to access health information about themselves - Please see section 1.8 below

1.3 What personal information you hold

In order to provide you with the highest quality of healthcare, we need to keep records about you. These records may include:

- Personal information such as your name, address, date of birth, next of kin.
- Contact we have had with you, such as clinic visits and hospital admissions.
- Notes and reports about your health and details of any treatment and care you need or have received either from us or from other healthcare providers, such as your GP, primary care team, other hospitals, community health organisation/services and pharmacy.
- Results of investigations such as X-rays and laboratory tests.

1.4 What will we use your information for?

The people who provide healthcare to you will use your records to:

- Confirm your identity when we contact you, or when you contact us.

- Make decisions about your on-going care and treatment.
- Make sure your care is safe and effective.
- Check the quality of your care.
- To ensure a safe care journey through our hospital and onto other care providers if/when required.
- While the primary purpose of the hospital is the treatment of patients, the hospital is also an institute of learning and innovation for clinical staff and conducts research in support of the continued development of future health treatments. (All research conducted is subject to specific patient consent.)

1.5 Do I have a choice?

No. If you wish to receive safe and appropriate care and treatment at our hospital we must maintain an accurate record of relevant information about you. However, if you have any concerns about providing information or how we share this information with other healthcare providers, please contact the General Manager's office on Ph: 01 646 5179

1.6 Do you share information about me with anyone?

Yes, as part of your continuing care we may also share relevant information about you with other relevant organisations who may be involved in your care at some point. For example:

- Other hospitals that are involved in your care and treatment
- Your GP
- Community Healthcare Organisations and their services
- Local authorities
- Primary Care
- Pharmacy

When we do share information with other organisations involved in your care, we do so under a formal agreement about how it will be used and kept confidential.

We will not disclose your information to any other third parties without your permission unless there are exceptional circumstances, such as if the health and safety of yourself or others is at risk or if there is a legislative requirement for us to do so.

Relevant information about you may also be used to help us to:

- Manage finances e.g. billing and costings
- Teach and train our staff
- Manage and plan our services
- To perform clinical audits
- Help investigate concerns or complaints that you or your family may have about your healthcare

Wherever possible we use information that would not identify you personally (anonymous information).

1.7 Using your information for research?

Research has a vital role to play in the development of healthcare and health service delivery. Connolly Hospital is an academic teaching hospital associated with the Royal College of Surgeons in Ireland (RCSI) and we support and promote research activity within the Hospital. Our Research Ethics Committee must approve research before it takes place. If we wish to use your personal

information for research then we will ask you for permission first. You will not be identified in any published results without your prior agreement.

All research must comply with the legal framework contained in the Data Protection Act 2018 (Section 36(2)) (Health Research) Regulations 2018.

1.8 Can I see the information you hold about me?

Yes. You have the right to access any identifiable information we hold about you. You can request this information through Administrative access (your own records), The Freedom of Information Act, General Data Protection Regulation and the Data Protection Acts also allow you to find what information is held about you on computer and in certain paper records.

Please see the relevant forms for requesting information on our website: www.connollyhospital.ie

If you wish to request a copy of your personal healthcare records, please contact:

Administrative access requests: If requesting your own records

By email: brenda.moran@hse.ie

By letter:

Brenda Moran
Administrative Access Officer
Medical Records Building
Connolly Hospital
Mill Road
Abbotstown
Dublin 15
15 X40D

Freedom of information requests and data protection requests:

By email: patientservices.chb@hse.ie

By letter:

Quality & Safety Department
Administration Building
Connolly Hospital
Mill Road
Abbotstown
Dublin 15
15 X40D