

# **Information Leaflet – Data Protection**

## **Occupational Guidance, Adult Day and Rehabilitative Training Services**

**Data Protection Legislation requires the HSE to safeguard your privacy rights in relation to the processing of your personal data.**

**You have a right to know what information is held about you and why that information is held.**

**The HSE will obtain and share relevant information for the purpose of providing you with an Occupational Guidance Service and/or a HSE Day service.**

**The HSE will**

- 1. Obtain relevant information and reports including medical reports that exist within the services listed below**
  - **The Health Service Executive (HSE);**
  - **HSE contracted service providers;**
  - **Education Service Providers;**
  - **The National Educational Psychological Service.**
  - **General Practitioners/Medical Consultants**
- 2. Share this information, in strict confidence, for this purpose with third parties including statutory and voluntary organisation such as; the Department of Social Protection, Department of Education and Skills, SOLAS, and any HSE funded disability service providers involved in the provision of services appropriate to you.**
- 3. Store and Disclose the information and reports obtained in accordance with Data Protection Legislation.**

**Note: If a person is Under 18 then the family or advocate need to be informed.**