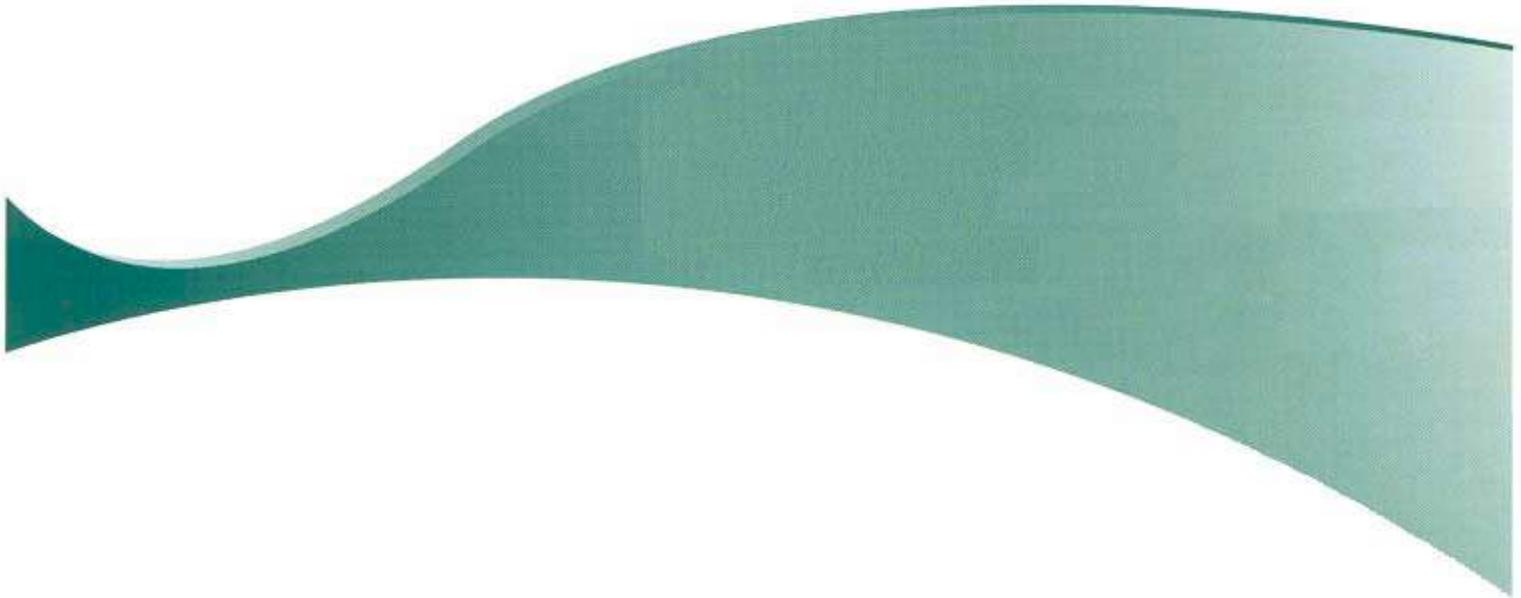




Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

HSE Privacy Notice - Employee



June 2019



HSE Privacy Notice - Employees

Document Information

Title:	HSE Privacy Notice – Employees
Version	1.1
Author:	Joe Ryan
Publication date:	June 2019
Review Date:	June 2020

Document History

Version	Owner	Author	Publish Date
1.0	HSE	Joe Ryan	May 24 th 2018
1.1	HSE	Joe Ryan	June 2019



Contents

1. Purpose.....	3
2. The information we process.....	3
3. Legal basis for processing	3
4. How we obtain information.....	4
5. Your rights	4
6. Access your personal records	4
7. Who is the data controller?	5
8. Your Information may be used to.....	5
9. What other use is made of your Information	5
10. Sharing with third parties.....	5
11. Transferring information overseas	5
12. How do we keep your records secure and confidential?	6
13. Retention period	6
14. Contact details	6



1. Purpose

The Health Service Executive (HSE) must comply with all applicable data protection, privacy and security laws and regulations in the locations in which we operate. We respect your rights to privacy and to the protection of your personal information. The purpose of this privacy notice is to explain how we collect and use personal information pursuant to your contract of employment with the HSE.

2. The information we process

To allow us to fulfil our obligations as an employer and pursuant to the terms of our employment contract, we collect and process various categories of personal information. Information we collect may include:

- Personal details about you, such as date of birth, address, next of kin, contact details (mobile phone number) etc.
- Notes and reports about your employment performance
- Relevant information from others, for example former employers

We may also process certain special categories of information, which may include racial or ethnic origin, religious or philosophical beliefs, , and the processing of genetic data, biometric data for the purpose of uniquely identifying a person, data concerning health or data concerning a person's sex life.

3. Legal basis for processing

The HSE's lawful basis for processing personal data of employees is that it is necessary for the performance of the employment contract between us.

Special categories of data are defined by the GDPR and include things like racial or ethnic origin, religious or philosophical beliefs, genetic data, biometric data, health data, sex life details and sexual orientation.

We will only process special categories of personal data where it is necessary:

- for the purposes of preventative or occupational medicine,
- for the assessment of the working capacity of an employee,
- for the provision of healthcare, treatment or social care,
- for the management of health or social care systems and services, or
- pursuant to a contract with a health professional.

Processing is lawful where it is undertaken by or under the responsibility of

- a health practitioner, or
- a person who in the circumstances owes a duty of confidentiality to the data subject that is equivalent to that which would exist if that person were a health



practitioner. For example the outpatient clinic secretary, Emergency Department Receptionist, Primary Care Centre staff etc.

If the purpose of the processing is for a reason other than the reasons above, we will seek explicit consent to process your sensitive personal data (referred to as 'special categories' of data under the GDPR).

4. How we obtain information

We may obtain your information from a variety of sources, including information you give to us. We may also receive your personal information from third parties, for example your former employers.

5. Your rights

You have certain legal rights concerning your information and the manner in which we process it. This includes:

- a right to get access to your personal information;
- a right to request us to correct inaccurate information, or update incomplete information;
- a right to request that we restrict the processing of your information in certain circumstances;
- a right to request the deletion of personal information (excluding medical records);
- a right to receive the personal information you provided to us in a portable format;
- a right to object to us processing your personal information in certain circumstances; and
- a right to lodge a complaint with the data protection commission.

6. Access your personal records

You can access your personal records by making a subject access request (SAR) and forms are available for this purpose at <https://www.hse.ie/eng/gdpr/>. It is also sufficient to write to the HSE National Data Protection Office. It is important that you provide satisfactory evidence of identification and a sufficient description of the data that you are looking for.



7. Who is the data controller?

The data controller in most instances is the HSE. However, when services, for example payroll, are provided directly by an agency or private contractor they may be the data controller.

8. Your Information may be used to

- Perform our responsibilities in relation to your contract of employment
- Investigate complaints, legal claims or adverse incidents
- Protect wider public health interests
- Provide information for planning so we can meet future needs for health and social care services
- Provide information to prepare statistics on Health Service performance
- Provide training and development

9. What other use is made of your Information

The HSE provides statistical information to other organisations such as the Department of Health, Universities and other research institutions. The HSE will make sure that you cannot be identified by anonymising the information. If it is not possible to anonymise the information, you will be contacted for your consent.

10. Sharing with third parties

We may also be receiving services from providers outside of the HSE, for example, payroll services. In order to assist in this process, we may need to share your personal information with those providers. We are careful only to share the information that is necessary for this purpose. Anyone who receives this information is also bound by confidentiality and the data protection laws. In certain situations, we may have to disclose your personal information to other agencies, in accordance with legal requirements, i.e. Dept. of Social welfare, Department of Health, the Courts etc., or in an emergency situation to prevent injury to other persons.

11. Transferring information overseas

We may transfer your information to organisations in other countries which is necessary under the terms of your employment contract, on the basis that anyone to whom we pass it protects it in the same way we would and in accordance with applicable laws. For more information about overseas transfers, please contact us using the contact information provided above.



12. How do we keep your records secure and confidential?

We are committed to ensuring that your information is secure with us and with the third parties who act on our behalf. We have a number of security precautions in place to prevent the loss, misuse or alteration of your information. All staff working for the HSE have a legal duty to keep information about you confidential and all staff are trained in information security and confidentiality. The HSE has strict information security policies and procedures in place to ensure that information about you is safe, whether it is held in paper or electronic format.

13. Retention period

We will only retain information for as long as necessary. Records are maintained in line with the recommendations of the HSE retention policy, which can be found at <https://www.hse.ie/eng/services/yourhealthservice/info/dp/recordretpolicy.pdf>

14. Contact details

Please contact our Data Protection Office:

- If you have any queries in relation to Data Protection or other issues around the security of your personal information
- For more information about the steps we are taking to protect your information
- For more information about your rights, including the circumstances in which you can exercise them and how to exercise them,
- If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter. We hope that we can address any concerns you may have.



Data Protection Officer HSE	Email: dpo@hse.ie Phone: 01-6352478 Address: Dr Steevens Hospital Steevens Lane Dublin 8
Deputy Data Protection Officer West, (excluding voluntary agencies) Consumer Affairs, Merlin Park University Hospital, Galway. <ul style="list-style-type: none">• CHO 1 – Cavan, Donegal, Leitrim, Monaghan, Sligo• Community Healthcare West – Galway, Mayo, Roscommon• Mid-West Community Healthcare – Clare, Limerick, North Tipperary.• Saolta Hospital Group	Email: ddpo.west@hse.ie Phone: 091-775 373
Deputy Data Protection Officer Dublin North-East (excluding voluntary hospitals and agencies) Consumer Affairs, HSE Dublin North East, Bective St., Kells, Co Meath. <ul style="list-style-type: none">• Midlands, Louth, Meath Community Health Organisation• Community Health Organisation Dublin North City & County• CHO 6 – Dublin South East, Dublin South & Wicklow• RCSI Hospital Group• National Children’s Hospital	Email: ddpo.dne@hse.ie Phone: Kells Office: 046-9251265 Cavan Office: 049-4377343
Deputy Data Protection Officer Dublin mid-Leinster (excluding voluntary hospitals and agencies) Consumer Affairs, HSE, Third Floor Scott Building, Midland Regional Hospital Campus, Arden Road, Tullamore, Co. Offaly. <ul style="list-style-type: none">• Dublin Midlands Hospital Group• Ireland East Hospital Group• Community Healthcare Dublin South, Kildare & West Wicklow	Email: ddpo.dml@hse.ie Phone: Tullamore Office: 057-9357876 Naas Office: 045-920105
Deputy Data Protection Officer South (excluding voluntary hospitals and agencies) Consumer Affairs, HSE South, Ground Floor East, Model Business Park, Model Farm Road, Cork. Eircode: T12 HT02 <ul style="list-style-type: none">• Cork & Kerry Community Healthcare• CHO 5 – Carlow, Kilkenny, South Tipperary, Waterford & Wexford• UL Hospital Group• South South-West Hospital Group	Email: ddpo.south@hse.ie Phone: Cork Office: 021 – 4928538 Kilkenny Office: 056 -7785598.