



Request for Erasure under GDPR (Article 17) and Data Protection Act 2018

Information for Applicants:

You have the right to ask for your personal information to be deleted in certain circumstances. This is known as the right to erasure or the right to be forgotten under data protection law.

However, this right is not absolute. It only applies in specific situations, and there are important exceptions, especially in healthcare settings, where your information must be retained to protect your safety, meet legal obligations, or serve the public interest.

Fill out this form and include details of the parts of the record which you wish to delete to assist with processing the application

Can you apply to have personal data erased?

The Data Protection legislation gives you the right to ask to have personal information on a record about you held by the HSE erased.

The right to erasure is restricted in certain circumstances under Section 60 of the Data Protection Act 2018, which provides for restrictions that are necessary for important objectives of public interest, and by Section 43 of the Act which seeks to balance the right to erasure with the right of freedom of expression and information.

How do you do this?

Fill out the below form and include details of the time periods and parts of the record which you require, if applicable, to assist with processing the application.

Please send your completed application form, copies of relevant identification and supporting documentation via email to the relevant Deputy Data Protection Officer listed in the [contact list](#).

If you are unable to submit your request via email, please forward your completed application to the following postal address:

HSE National Data Protection Office, Dr Steevens Hospital, Steevens Lane, Dublin 8 D08 W2A8.

Proof of Identity

To make an application, you must provide evidence of your identity - please include a copy of a valid photo ID (passport or driver's licence).

If you are making the application as an individual's legal representative (e.g. you are a solicitor), you must provide written authorisation from the applicant to act on their behalf.

We may request additional information to support your application if the information provided is insufficient.

How long do you have to wait?

We will endeavour to provide you with a response within **one month** of your request.

In some cases, where the request is complex or there are multiple requests, this period may be extended by **up to two additional months**. If this happens, the HSE will inform you within the first month and explain the reason for the delay.

Can you appeal against the decision?

If you are not satisfied with the decision on your application, you may make a complaint to Data Protection Commission <https://www.dataprotection.ie/en/individuals/raising-concern-commission>

Please read the Information for Applicants before you fill in this form and use BLOCK letters

Details of Applicant

Full Name

Any Previous Names

Hospital Chart No. (if applicable)

Current Address

Previous Addresses (if applicable)

Primary phone number | Other phone number

Email address

Details of Request

In accordance with the Data Protection legislation, I seek an erasure of my personal data held by the HSE.

To help us deal with your request can please provide the information you want deleted and your reasons why.

Document or record name

Service unit or department

Date or timeframe

Reason for erasure request

Please tick to confirm that you have attached a copy of a photo ID (Passport, Driving Licence, or National ID Card.)

If there is insufficient space to answer any of the sections on this form, please attach separate pages.

PLEASE SIGN HERE: _____

Date: _____

Your Signature

Please return to the relevant contact below:

<p>Deputy Data Protection Officer West, (excluding voluntary agencies)</p> <p>Consumer Affairs, Merlin Park University Hospital, Galway.</p> <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	<p>Email: ddpo.west@hse.ie</p> <p>Phone: 091-775 373</p>
<p>Deputy Data Protection Officer Dublin North-East (excluding voluntary hospitals and agencies)</p> <p>Consumer Affairs, HSE Dublin North East, Bective St., Kells, Co Meath.</p> <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	<p>Email: ddpo.dne@hse.ie</p> <p>Phone:</p> <p>Kells: 046-9251265</p> <p>Cavan: 049-4377343</p>
<p>Deputy Data Protection Officer Dublin mid-Leinster (excluding voluntary hospitals and agencies)</p> <p>Consumer Affairs, HSE, Third Floor Scott Building, Midland Regional Hospital Campus, Arden Road, Tullamore, Co. Offaly.</p> <ul style="list-style-type: none">• Dublin Midlands Hospital Group• Ireland East Hospital Group• Community Healthcare Dublin South, Kildare & West Wicklow	<p>Email: ddpo.dml@hse.ie</p> <p>Phone:</p> <p>Tullamore: 057-9357876</p> <p>Naas: 045-920105</p>
<p>Deputy Data Protection Officer South (excluding voluntary hospitals and agencies)</p> <p>Consumer Affairs, HSE South, Ground Floor East, Model Business Park, Model Farm Road, Cork. Eircode: T12 HT02</p> <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	<p>Email: ddpo.south@hse.ie</p> <p>Phone:</p> <p>Cork Office: 021 – 4928538</p> <p>Kilkenny Office: 056 -7785598.</p>
<p>Data Protection Officer HSE, Dr Steeven’s Hospital, Steeven’s Lane, Dublin 8</p>	<p>Email: dpo@hse.ie</p> <p>Phone: 01-6352478</p>

