



Request for Rectification under GDPR (Article 16) and Data Protection Act 2018

Information for Applicants:

If you consider any information contained within your records to be inaccurate, then you can request the information to be corrected. **It should be noted, however, that diagnosis and clinical opinion are a matter of clinical judgement and cannot be changed solely at the Data Subject's request.**

For small corrections, such as fixing a spelling mistake or updating a phone number, you do not need to make a formal request. These can usually be sorted out directly with your local health service.

Can you apply to have personal data amended?

The Data Protection legislation gives you the right to ask to have personal information on a record about you held by the HSE amended, where it can be established that the information is incorrect. If your personal data is incomplete, you have the right to ask to have data completed, including by means of providing supplementary information.

The right of rectification 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 of rectification with the right of freedom of expression and information.

If your information cannot be rectified, you can request to add a supplementary document/statement to your file to indicate your point of view.

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 amendment of my personal data held by the HSE.

I claim that the record/s described below contain/s information relating to my personal data that is inaccurate meaning:

incomplete

incorrect

misleading

(please tick as appropriate)

The record/s containing the information is/are:

The information which I believe is incomplete, incorrect or misleading (please attach relevant copy of record) is as follows:

The reasons why I claim the information is incomplete, incorrect or misleading are:

Please attach any evidence / documentation that would support your claim and indicate which documents should be returned to you.

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>

