



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

HSE Privacy Notice - Employee

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1. Purpose

The Health Service Executive (HSE) must comply with the Data Protection Acts 1988-2018 and the General Data Protection Regulations (GDPR) 2016. We respect your right 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 your 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.
- Information related to your employment, payroll, performance, annual leave, etc.
- Relevant information from others, for example former employers.

We may also process certain special categories of information as defined by the GDPR, which may include:

- racial or ethnic origin,
- religious or philosophical beliefs,
- 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 lawful basis allowing the HSE to process employee personal and special category data is outlined in GDPR Articles 6 (1) b, 6 (1) e and 9 (2) h as follows:

- 6 (1) b: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- 6 (1) e: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- 9 (2) h: processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract



with a health professional and subject to the conditions and safeguards

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 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 to 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. Contact details for the DPC are available at <https://www.dataprotection.ie/en/contact/how-contact-us>



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. How do we use your information?

We use your information to manage your employment and so that we can co-ordinate with other organisations that may be involved in your employment. 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; and
- 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 easily identified by aggregating the information.

10. CCTV

The HSE uses camera surveillance systems (commonly referred to as CCTV) throughout its facilities for the purposes of maintaining the safety and security of its staff, service users,

patients, visitors and members of the public. The HSE is aware that footage or images containing



identifiable individuals captured by CCTV systems are personal data for the purposes of data protection law. The HSE's CCTV systems may, but will not always, collect and store personal information. The HSE will comply with the GDPR and this privacy notice in respect of any personal information collected via its CCTV systems.

11. Sharing with third parties

We may also receive 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, Central Statistics Office, the Courts etc., or in an emergency to prevent harm or injury to other persons.

12. 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.

13. 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.

14. 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.



15. 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.

<p>HSE National Data Protection Officer Dr Steevens Hospital, Steevens Lane, Dublin 8 D08 W2A8</p>	<p>Email: dpo@hse.ie</p>
<p>Deputy Data Protection Officer West, (excluding voluntary agencies) 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 Phone: 091-775 373</p>
<p>Deputy Data Protection Officer Dublin North-East (excluding voluntary hospitals and agencies) 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 Phone: Kells Office: 046-9251265 Cavan Office: 049-4377343</p>
<p>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.</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 Phone: Tullamore Office: 057-9357876 Naas Office: 045-920105</p>
<p>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</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 Phone: Cork Office: 021 – 4928538 Kilkenny Office: 056 -7785598.</p>