



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

Request for Rectification / Erasure of Personal Data under GDPR (Articles 16-17) 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 is a matter of clinical judgement and cannot be changed solely at the Data Subject's request.**

Can you apply to have personal data amended?

The Data Protection legislation gives you the right to ask to have personal data 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.

How do you do this?

You must state in writing what personal data you believe is incorrect, misleading, or incomplete and what you want changed. You should also provide evidence that will support the changes you request. Alternatively, you should complete this form and send it to the relevant Deputy Data Protection Officer listed in the contact list. The HSE decision maker may need to contact you if additional information is required.

Proof of Identity

If you wish to amend a record you will need to provide proof of your identity. A copy of government issued photographic identification such as: passport, driver's licence, or national ID card, will be accepted as proof of identity.

How long do you have to wait?

The HSE must reply to you within one month of receiving your request. You will be advised of the changes which have been made, or, if your request has been declined, you will receive a full explanation.

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, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, or <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 _____ Date of Birth _____

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 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>