

# Subject Access Request Privacy Notice



## Data Protection Office Contact Details

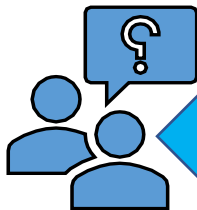
Phone: 01 8332521

Email: [dpo@ioh.ie](mailto:dpo@ioh.ie)



## Personal Information Processed:

Name, Address, Date of Birth, Contact Details, Description of records sought, Copy of Identification, Proof of Address.



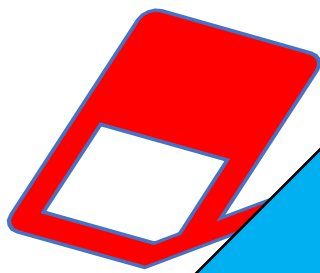
## Purposes for processing

We need to collect this information from you in order to identify your records and to process your request.

## Retention Period:

We will keep the medical information for patients on file for a period of 10 years and details for staff members for 7 year post resigning and staff pension details for indefinite. After that period has expired, we will destroy the records by confidential shredding.

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## Right to Rectification, Objection and Erasure

If the information we hold about you is not correct, you have the right to request that your records are updated. In limited circumstances, you can also object to the processing and also request that records are deleted from your file



## Right to withdraw consent

If we process your information based on your consent, you can withdraw that consent. Most of the processing that takes place in the hospital will be based on another legal basis.