

## **Maynooth University Student Health Service**

### **Practice Privacy Statement**

This privacy statement for the Maynooth University Student Health Service explains how the health Service collects, stores, uses and shares your personal data. It also explains your rights in relation to the personal data we hold.

Our practice is committed to providing the highest standard of medical care to our patients. We understand that a General Practice is a trusted environment built on principles of privacy and confidentiality. Our policies follow Medical Council guidelines and adhere to the privacy principles outlined in Data Protection Regulations.

It is essential to collect and process personal data and health information to provide medical care. Failing to do so would breach the Medical Council's "Guide to Professional Conduct and Ethics for Doctors." This document outlines our policies and practices for managing your medical information.

#### **Legal Basis for Processing Your Data**

This practice voluntarily adheres to the ICGP Data Protection Guideline for GPs. Processing personal data in general practice is necessary to protect the patient's vital interests and to provide healthcare and public health services. The Guideline can be accessed at <http://www.icgp.ie/data>.

In most cases, we retain your data for up to 8 years since your last contact with the practice or 8 years after your death. There are exceptions to this rule, as detailed in the referenced Guideline.

#### **Managing Your Information**

The types of information collected includes registration number (student number), name, address, date of birth, contact details (address, telephone number and email), gender, marital status, PPSN number, college course and year under 'administrative information'. 'Health information' contains medical notes by doctors and nurses within the Student Health Service.

To provide care, we must collect and retain information about your health in our records.

- We retain your information securely.
- We will only collect necessary information and strive to keep it accurate and up to date. We will explain the need for any information requested if unclear.
- We ask that you inform us of any changes, such as new treatments or investigations, change of address, or phone numbers.

- All staff (not bound by a professional confidentiality code) sign a confidentiality agreement, explicitly stating their duties regarding personal health information and the consequences of breaching this duty.
- Access to patient records is regulated to ensure that only necessary staff use them for practice operations. This may include:
  - Identifying and printing repeat prescriptions, which are then reviewed and signed by the GP.
  - Generating sickness certificates for the GP to review and sign.
  - Typing referral letters to hospital consultants or allied health professionals (physiotherapists, occupational therapists, psychologists, dietitians).
  - Opening and processing hospital or consultant letters, adding them to patient records.
  - Scanning clinical letters, radiology reports, and other documents not available electronically.
  - Downloading and integrating laboratory results and out-of-hours reports into the patient record.
  - Photocopying or printing documents for referrals or patient transfers.
  - Checking for the return of hospital or consultant letters and laboratory or radiology results to schedule GP consultations.
  - Handling, photocopying, and sending medico-legal and documents.
  - Sending and receiving information via Healthmail, a secure clinical email system.
  - Other activities related to practice support and patient care.

### **Disclosure of Information to Other Health and Social Care Professionals**

We may need to share parts of your record with other health and social care professionals to provide the required treatment and services, e.g. referrals to consultants, etc. Only relevant parts of your record will be released. These professionals are legally required to maintain the same level of confidentiality.

It may be beneficial for other Health Professionals within the Student Health Service to be aware of patients with particular conditions and in such cases this practice would only communicate the information necessary to provide and manage the highest level of care to the patient.

### **Disclosures Required or Permitted Under Law**

The Law allows or requires the disclosure of personal information, including health information, in cases such as that of infectious diseases, e.g. Mumps (see [www.hpsc.ie/notifiablediseases](http://www.hpsc.ie/notifiablediseases)). If a disclosure is requested by a solicitor on your behalf, we will only do so with your consent.

## **Disclosure to Employers, Insurance Companies, and Solicitors**

- Work-related medical certificates generally confirm unfitness for work, along with an expected return date. Additional information will only be provided with your consent.
- Disclosures to insurance companies or solicitors will only be made with your signed consent.

## **Use of Information for Training, Teaching, and Quality Assurance**

GPs may discuss patient case histories for continuing medical education or training purposes. The identity of the patient will not be revealed in these discussions. It may also be necessary to share information with other doctors within the practice to provide the highest level of care.

## **Use of Information for Research and Audit**

Patient information is often used for research and audits to improve services and standards. GPs on the specialist register of the Medical Council are required to conduct annual clinical audits. Information used for these purposes is anonymized or pseudonymized to remove personal identifiers.

If we need to use your information in a non-anonymous way or if we participate in external research, we will seek your informed, written consent. High-quality patient care depends on training, teaching, auditing, and research.

## **Your Right of Access to Your Health Information**

You have the right to access all personal information held by this practice. The quickest way to review your records is to discuss them with your doctor. Formal written access requests will also be honoured, and records will be provided within thirty days, free of charge.

Further information on these rights in general practice can be found in the Guideline at <http://www.icgp.ie/data>. You also have the right to lodge a complaint with the Data Protection Commissioner.

## **Parents/Guardians/Next of Kin/Family GP**

The Maynooth University Student Health Service will not share your data with parents, guardians, or next of kin without your consent, except in exceptional situations, e.g. where there is a potential danger to your health or well-being or risk of death or serious harm to a third party.

## **Your Right of Access to your Health Information**

You have the right of access to all **personal information** held about you by Maynooth University as outlined below. Please contact the Student Health Service to arrange this. With your written consent, your medical records can be released to you free of charge without having to make a Subject Access Request under data protection legislation. You also have the right to rectify your data and can contact us at any point to do so.

## What are your rights under Data Protection Law?

You have the following rights, subject to certain exemptions, in relation to your personal data:

Right	Explanation
Information	The right to be informed about the data processing the University does.
Access	The right to receive a copy of and/or access the personal data that the University holds about you.
Portability	You have the right to request that the University provides some elements of your personal data in a commonly used machine readable format in order to provide it to other organisations.
Erasure	The right to erasure of personal data where there is no legitimate reason for the University to continue to process your personal data.
Rectification	The right to request that any inaccurate or incomplete data that is held about you is corrected.
Object to processing	You can object to the processing of your personal data by the University in certain circumstances, including direct marketing material.
Restriction of processing concerning the data subject	You can request the restriction of processing of personal data in specific situations where: <ul style="list-style-type: none"><li>(i) You contest the accuracy of the personal data;</li><li>(ii) You oppose the erasure of the personal data and request restriction instead;</li><li>(iii) Where the University no longer needs the data but are required by you for the establishment, exercise or defence of legal claims.</li></ul>
Withdraw Consent	If you have provided consent for the processing of any of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. This can be done by contacting the Department who obtained that consent or the University's Data Protection Office (contact details below).
The right to complain to the Data Protection Commissioner	You have the right to make a complaint in respect of our compliance with Data Protection Law to the Office of the Data Protection Commissioner.

In order to exercise any of the above rights please contact us using the contact details set out below.

### Contact Us

Data Protection Officer:

[dataprotection@mu.ie](mailto:dataprotection@mu.ie)

Tel: 01 708 6184/ 3654

### Further information

For further information on the University's data protection policies and procedures, please see our website <https://www.maynoothuniversity.ie/data-protection>.