

## **Data Protection Notice The Student Health Centre**

The privacy statement for the Institute of Art Design and Technology Student Health Centre explains how the health centre collect, stores, uses and shares your personal data. It also explains your rights in relation to the personal data we hold.

The Institute and GPs (the Institute's contracted Doctors) are both 'Separate Data Controllers' as defined by Data Protection legislation and retain your information securely and in line with Data Protection and IADT Policies and Procedures. For further information on the Institute's Data Protection Policies and Procedures, please see: <https://iadt.ie/about/your-rights-entitlements/gdpr/>

The IADT Student Health Centre adheres to patient privacy and confidentiality guidelines in line with the Irish Medical Council [Medical Council](https://www.irishcollegeofgps.ie/Privacy-Policy), ICGP guidelines <https://www.irishcollegeofgps.ie/Privacy-Policy>, the Nursing and Midwifery Board of Ireland [NMBI - Nursing and Midwifery Board of Ireland home](https://www.nmbi.ie/)

### **Information collected about you**

Registration details: Title, name, gender (if needed/agreed), address, phone number, date of birth, student email address, student number, course number, family doctor details for next of kin /emergency contact details. The registration process, can be via an online registration form, on arrival at the health centre and or via the Student Records System, the data is entered into our secure Healthcare Patient Management System. Only staff working in the health centre will have access to your medical records.

Past and current medical history will be requested by the health care professional you visit. To, keep your records accurate and up to date, all students need to inform the health centre staff of any changes to your contact details or medical information including medication. This is to ensure the appropriate continuity of medical care for students. The information gathered is entered into our Healthcare Patient Management System. We, will explain the need for any information we ask for if you are not sure why it is needed.

As a current or past student, the personal data that you share with us will be processed and retained in line with data protection and legal requirements, it will be removed once the legally required time frame is reached. We will only ask for and retain information that is necessary for your medical care.

All IADT employees in the Student Health Centre, not already covered by a professional confidentiality code, receive training in medical confidentiality to ensure patient data is secure. The Institute or the GPs, as the Data Controllers have Data Sharing Agreements in place with external processors of patient data e.g., for the electronic reporting of blood or test results.

## **Organisational and Technical Data Safeguards**

Access to servers and desktops is restricted by user membership based on the “least privilege principle” which means that staff can only access information that is required in order to perform their duty.

All users of the Patient Management System are assigned a unique user account and will have access to the minimum necessary information needed to perform job functions.

There is restricted physical access to the Student Health Centre.

Access to patient records is regulated to ensure that they are used only to the extent necessary to enable our staff to perform their tasks for the proper functioning of the Student Health Centre. In this regard, students should understand that Health Centre staff may have access to their records for:

- Preparing referral letters to hospital consultants or allied health professionals such as physiotherapists, occupational therapists, psychologists and dieticians.
- For pharmacy queries re medication or repeat prescriptions for patients which are reviewed and signed by the GP.
- Opening letters from hospitals and consultants. The letters are scanned into the patient’s electronic record.
- Scanning clinical letters, radiology reports and any other documents not available in electronic format.
- Downloading laboratory results and performing integration of these results into the electronic patient record.
- Photocopying or printing documents for referral to consultants or when a patient is changing GP.
- Checking if a hospital or consultant letter has been received or if a laboratory or radiology result is back, in order to schedule a conversation with the GP.

## **Disclosure of Information**

We may need to pass some of your Personal Data to other health and social care professionals in order to provide you with the treatment and services you need e.g., Referrals to Consultants; hospital laboratories, etc. Only the relevant part of your record will be released. These other professionals are also legally bound to treat your information with the same duty of care as we do.

It may be beneficial for other Health Professionals within the Student Health Centre 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 states that, in certain instances, personal information (including health information) can be disclosed. Under Public Health Legislation, we need to make Notifications for Infectious Disease e.g., Mumps (see [www.hpsc.ie/notifiablediseases](http://www.hpsc.ie/notifiablediseases))

In the case of disclosures requested by a solicitor on your behalf, we will only release your medical records with your signed consent.

In general, medical certifications will advise you are unfit or fit to return to college or work and not disclose the details of illness.

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

IADT health centre will not disclose your data to parents/guardians/next of kin without your consent, other than in exceptional circumstances i.e., where there is potential danger to the health or well-being of a student

## Your Right of Access to your Health Information

You have the right of access to all **personal information** held about you by IADT and the GP as outlined in the box below. Please contact the student health centre so the staff can 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 Institute does.
Access	The right to receive a copy of and/or access the personal data that the Institute holds about you.
Portability	You have the right to request that the Institute 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 Institute 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 Institute 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 Institute 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 Institute's Data Protection Officer (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.
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In order to exercise any of the above rights please contact us using the contact details set out below.

### **Data Retention Policy**

In accordance with Data Protection Regulations, the IADT Student Health Centre will ensure that medical records of students who have attended the Student Health Centre are destroyed in accordance with our [Record Management, Retention and Destruction Policy](#).

### **Transferring to Another Practice**

We will facilitate your request to forward your records to your own GP by making a copy of your medical records available on receipt of a signed Transfer of Medical Records Consent Form. Generally the records are emailed to your identified GP via a secure email called [Healthmail](#) for medico-legal reasons, the Student Health Centre medical database will retain a copy of your records in line with our [Record Management, Retention and Destruction Policy](#).

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We hope this Privacy Statement has explained any questions you may have about your personal data in our Student Health Centres. If you have any further questions, please speak to a member of our staff:

### **The Atrium Building**

Student Health Centre, Kill Avenue, Dún Laoghaire, Co. Dublin, A96 KH79.

Tel: 01-239 4760 Email: [StudentHealth@iadt.ie](mailto:StudentHealth@iadt.ie)

### **Questions & Complaints**

If you are unhappy with the Institute's handling of your personal data or believe that the requirements of data protection legislation may not be fully complied with, you should contact the Institute's Data Protection Office in the first instance. You also have the right to submit a complaint to the Data Protection Commissioner.

### **How to contact us**

#### **Data Controller:**

Please contact us if you have any questions about the information we hold about you or to request a copy of that information.

Data Protection Officer, IADT –

- By email: [dataprotection@iadt.ie](mailto:dataprotection@iadt.ie)
- In writing: Data Protection Officer  
Kill Avenue, Dún Laoghaire  
Co. Dublin, A96 KH79.

**Office of the Data Protection Commissioner:**

- [www.dataprotection.ie](http://www.dataprotection.ie)
- By email: [info@dataprotection.ie](mailto:info@dataprotection.ie)
- In writing: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28
- Tel: +353 1 7650100 or 1800 437 737

**Further information**

For further information on the Institute's data protection policies and procedures, please see our website <https://iadt.ie/about/your-rights-entitlements/gdpr/> where you will also find our Data Protection Notice for Students, information on your rights as a data subject and information on how to make a Subject Access Request.