

DATA PRIVACY NOTICE – The Royal Hospital Donnybrook

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the

EU General Data Protection Regulation (the "GDPR").

2. Who are we?

THE ROYAL HOSPITAL DONNYBROOK is the data controller (contact details below). This means it determines how your personal data is processed and for what purposes.

3. How do we process your personal data?

THE ROYAL HOSPITAL DONNYBROOK complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To respond to your enquiries
- To inform you of news, events, activities and services running at The Royal Hospital Donnybrook

4. What is the legal basis for processing your personal data?

Depending on our relationship with you (e.g. service users, donors, suppliers etc.), we maintain personal data on the legal basis of our legal obligations, contractual requirements, your consent or the legitimate interests of THE ROYAL HOSPITAL DONNYBROOK.

5. Sharing your personal data

In certain circumstance, we need to share personal data in compliance with legal requirements (e.g. with State agencies), in relation to contractual requirements (for example, with payment processors) or in pursuit of legitimate organisation interests (for example, we may sometimes use a third-party provider to deliver our services).

6. International Transfer

All personal data is either stored within the European Economic Area or in locations that have been designated as adequate by the European Commission and under the safeguards agreed for those locations. We will not transfer any data to any additional third country or international organisation without your explicit consent and without appropriate privacy safeguards in place.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out within our formal records retention policies.

We do not maintain data beyond what is absolutely required.

8. Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The cookies used on this site outlined below.

Host	Name	Description
.www.rhd.ie	ARRAffinity	This cookie is set by websites run on the Windows Azure cloud platform. It is used for load balancing to make sure the visitor page requests are routed to the same server in any browsing session.

9. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which THE ROYAL HOSPITAL DONNYBROOK holds about you.
- The right to request that THE ROYAL HOSPITAL DONNYBROOK corrects any personal data if it is found to be inaccurate, incomplete or out-of-date.
- The right to request your personal data is erased where it is no longer necessary or lawful for THE ROYAL HOSPITAL DONNYBROOK to retain such data.
- If we have required your consent to process data, you have the right to withdraw your consent to the processing at any time.
- The right to request that THE ROYAL HOSPITAL DONNYBROOK provide you with your personal data and in certain circumstances, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, where:
 - THE ROYAL HOSPITAL DONNYBROOK relies on legitimate interests as the legal basis for processing
 - THE ROYAL HOSPITAL DONNYBROOK is using the data for direct marketing
 - THE ROYAL HOSPITAL DONNYBROOK is processing data for the purposes of scientific/historical research and statistics
- The right to lodge a complaint with the Supervisory Authority. As THE ROYAL HOSPITAL DONNYBROOK's main establishment is based in Ireland, the first point of contact should be

Data Protection Commission (Ireland) – see details below.

All of these rights can be availed of free of charge.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact THE ROYAL HOSPITAL DONNYBROOK Data Liaison Officer at the following location.

Ramona Michis
Corporate and Patient Services
The Royal Hospital Donnybrook
Morehampton Road
Donnybrook
Dublin 4
Email: rmichis@rhd.ie
Telephone: 01 4066629

12. Complaints

You can contact the Data Protection Commission (Ireland) on +353 (0761) 104 800; via email info@dataprotection.ie or by writing to: The Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23, Ireland