

## Subject Access Request (SAR)

### Introduction

St. James's Hospital is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts. A Privacy Notice is available on the data protection pages of our website

Data Protection legislation sets out strict rules about the way in which personal data and sensitive personal data is collected, accessed, used and disclosed. Under Section 91 of the Data Protection Act 2018 and Article 15 of the GDPR individuals are entitled to make a request for access to their personal data.

### Purpose of this Form

The purpose of this form is to ensure that St. James's Hospital complies with the access request provisions of Data Protection Legislation and to enable individuals to submit Subject Access Requests.

### Procedure for making and submitting a Subject Access Request

If you wish to make a Subject Access Request, it **must be in writing**. Please complete the **Subject Access Request form** and return to the Access to Information Office, St. James's Hospital, Dublin 8. This can also be emailed to [aio@stjames.ie](mailto:aio@stjames.ie)

Alternatively, you may write a letter to the Data Protection Office. Your letter should include the following text:

*Dear...*

*I wish to make an access request under Article 15 of the General Data Protection Regulation (GDPR) for a copy of any information you keep about me, on computer or in manual form in relation to...*

To help locate your personal data, please include specific details on the records you require us to locate, i.e. medical records, personnel records.

If you wish a Third Party to submit a Subject Access Request on your behalf (e.g. a family member or solicitor), you must complete the Third Party Authorisation form (which can be found on the our website) to authorise hospital to disclose your personal data to that Third Party.

### Identification

In order to ensure that personal data is not disclosed to the wrong person, you must provide proof of identity with your data access request.

### Right to complain to Data Protection Commissioner

If you are dissatisfied with the outcome of your request, you may make a complaint to the Data Protection Commission (Canal House, Station Road, Portarlinton, Co. Laois), who will investigate the matter for you. Further details on your rights under the Data Protection legislation are available on the Data Protection Commission website [www.dataprotection.ie](http://www.dataprotection.ie).

### Data pertaining to your information only.

You are entitled to your own data only. If data from parties to the application are required by you, it is necessary for each party to consent to the release of their personal data by also completing the Subject Access Request form and submitting this to the Access to Information Office.



St. James's Hospital will endeavour to respond to your SAR within 30 days as required under GDPR.

**DATA SUBJECT ACCESS REQUEST FORM (REQUEST FOR A COPY OF PERSONAL DATA)**

**DATA PROTECTION ACT/GENERAL DATA PROTECTION REGULATION**

**Section A – Contact Details**

Full name (Capitals):

Address:

DOB:

MRN:

**Section B – Instruction**

I..... (name) wish to make an access request under Section 91 of the Data Protection Act 2018/Article 15 GDPR for a copy of any personal information, in particular those data specified below, that St. James's Hospital keeps about me, either on computer or in manual form.

**Section C – Relevant Departments**

There are certain departments in the hospital that store records separately to the main Medical Record Chart (Paper)/Electronic Patient Record (EPR).

Radiology Images (Supplied on Disc) - Radiology Reports are included with EPR records	
ICU/HDU	
Emergency Department	
Other (please specify below);	

I enclose the following additional information which could help to process the request as quickly as possible:

**Signature:** .....

**Date:** .....

**Print name:** .....

Section 91(3) and recital 64 of the GDPR requires the hospital to confirm the identity of the Data Subject, in addition to this form please provide the hospital with the following:

A copy of official identification of the Data Subject to verify identity. Any copy of identification supplied for this purpose only and is not retained once the SAR has been processed. Official identification accepted listed below:

- Passport
- Driving Licence
- Current national identity card for EU/EEA
- Student ID Card
- Current Public Services card

Please return this form and a copy of official identity to;

**Access to Information Office,**

**St. James's Hospital,  
Dublin 8,  
Ireland,**

**Alternatively this form and a copy of identity can be emailed to - [aio@stjames.ie](mailto:aio@stjames.ie)**