

St James's Hospital is committed to ensuring the privacy and confidentiality of your personal information. St James's Hospital must comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This privacy notice sets out in brief how St James's Hospital handles your personal information. For further information or to receive a copy of our full Privacy Notice please ask a staff member, visit our website: www.stjames.ie or contact the Data Protection Office: (01) 410 3021 / dataprotection@stjames.ie

What personal information do we hold?

In order to provide you with the highest quality of healthcare, we need to keep records about you. These records may include:

- personal information such as your name, address, date of birth, next of kin
- contact we have had with you, such as clinic visits and hospital admissions
- notes and reports about your health and details of any treatment and care you need or have received either from us or from other healthcare providers such as your GP, primary care team, other hospitals, community health organisation/services and pharmacy
- results of investigations such as X-rays and laboratory tests

What will we use your information for?

The people who provide healthcare to you will use your records to:

- confirm your identity when we contact you, or when you contact us
- make decisions about your ongoing care and treatment including access to research studies
- make sure your care is safe and effective
- check the quality of your care e.g. Clinical Audit and Service Innovation
- ensure a safe care journey through the hospital and onto other care providers if/when required
- contact you to inform you about a clinical research study that may be relevant to your health condition or care.

Do we share information about you with anyone?

Yes, as part of your continuing care we may also share relevant information about you with other relevant organisations who may be involved in your care at some point. For example:

- other hospitals that are involved in your care and treatment
- your GP / Primary Care provider
- community healthcare organisations and their services
- pharmacy

When we do share information with other organisations involved in your care, we do so under a formal agreement about how it will be used and kept confidential.

Do we use your information for research?

Research plays a vital role in improving healthcare and health service delivery. St James's Hospital is an academic teaching hospital associated with **Trinity College Dublin (TCD)** and collaborates closely with **Tallaght University Hospital (TUH)** under a formal Data Sharing Agreement. Together with **TUH** and **TCD**, St James's Hospital supports and promotes research activities across our academic partnership. The data sharing agreement sets out how any data sharing takes place and ensures it is done safely, lawfully, and securely. All research carried out within this academic partnership must be reviewed and approved by the appropriate Research Ethics Committee. The use of your personal information for participation in a research study will only occur with your permission. However, we may also use your contact details to inform you about research studies that may be relevant to your health condition or care. You will not be identified in any published results without your prior agreement. All research is carried out in line with the legal requirements set out in the **Data Protection Act 2018 (Section 36(2)) (Health Research) Regulations 2018**. More information on research is available on our website and in our Clinical Research Patient Information Leaflet

Can I see the information you hold about me?

Yes. If you wish to request a copy of your personal data, please contact:

Access to Information Office, St James's Hospital, Orla Beggs House, 40 James's Street, Dublin 8, D08 WR52.

By telephone: 01 416 2463 / 2485

By email: aio@stjames.ie
