

Privacy Notice – Investigation into Hyponatraemia Related Deaths Programme (IHRD)

Data Controller Name: **Department of Health (DoH), Quality Regulation, Policy and Legislation branch**

Address: **Castle Buildings, Stormont, BT4 3SQ**

Telephone: **02890 522404**

Email: **IHRD.implementation@health-ni.gov.uk**

Data Protection Officer Name: **Charlene McQuillan**

Telephone: **020890 522353**

Email: **DPO@health-ni.gov.uk**

Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the Data Protection Act (DPA) and the EU General Data Protection Regulation (GDPR). The Department of Health (DoH) is committed to building trust and confidence in our ability to process your personal information.

Why are we processing your personal data and what is the lawful basis for processing?

We are processing your personal data to enable the implementation of the IHRD programme. Your data is required so that the Department and other IHRD stakeholders can contact you, as part of your involvement in your work stream or sub-group, and to keep you up to date with relevant information and developments. Your name and contact information may also be passed onto a specific 3rd party contractor, employed by the programme, to enable them to fulfil their contractual obligations when completing the planned IHRD programme update reports. In order to process your personal data in compliance with The Data Protection Act and EU General Data Protection Regulation we will be obtaining your explicit written consent to collect, hold and process your personal data.

You can provide this consent by completing the enclosed consent form.

You have the right to withdraw your consent at any time by contacting IHRD.implementation@health-ni.gov.uk

What types of personal information we process?

The personal information we process may include:

- Name
- Telephone number (personal and/or business)
- Email address (personal and/or business)
- Work address

- Home address (where required)

Where do you get my personal information from?

We will be collecting your personal data directly from you, as someone who is involved in the IHRD programme.

Does DoH share personal data with any other organisations?

The information retained by DoH may be shared, solely for the purpose of the IHRD programme, with the following:

- Public Health Agency – IHRD Engagement Team
- Any 3rd party contractor employed to work on the IHRD update reports.

Your name and contact details may be passed onto a 3rd party contractor so they can contact you to gain your input when completing the IHRD programme update reports, in order that they can fulfil their contractual obligations to the department. The 3rd party contractor has not yet been selected for the programme, however this Privacy Notice will be updated with 3rd party contractor details once the contractor has been selected. The 3rd party contractor employed by the programme will be required to ensure they adhere to Data Protection legislation and EU General Data Protection Regulation when gathering, processing and disposing of your personal data and this will be documented and agreed to as part of the contractual arrangements.

DoH will not share any personal information on a commercial basis to any third party. Information will always be shared in line with the requirements of GDPR and DPA.

Will your personal data be transferred to other countries?

There will be no transfer of personal information to other countries.

How long do we keep your personal data?

We will ensure that personal information is not retained for longer than necessary and have approved retention and disposal policies in place. The retention and destruction of records is determined by the Department's approved retention policy and schedules set out in Good Management, Good Records (GMGR).

Any 3rd party contractor employed by the programme will be monitored to ensure they adhere to the same retention policy when gathering, processing and disposing of your personal data.

What rights do I have?

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- **You have the right to object to the processing, [in specific circumstances](#)**
- **You have rights in relation to [automated decision making and profiling](#)**

How to complain if you are not happy with how we process your personal information

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at the address above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

Website: www.ico.org.uk/global/contact-us

Consent Form- Use of Personal Information - IHRD programme

[] I confirm that I have read and understood the information provided in the IHRD Privacy Notice

[] I consent to the use of my personal information as set out in the IHRD Privacy Notice

Name: _____

Signature: _____

Date: _____

You have the right to withdraw your consent at any time by contacting the IHRD team at IHRD.implementation@health-ni.gov.uk