



# Subject Access Request Privacy Notice



**Data Controller:** Mater Misericordiae University Hospital  
**Phone:** (01) 803 2000  
**Website:** [www.mater.ie](http://www.mater.ie)



**Data Protection Office Contact Details**  
**Phone:** 01 803 4311  
**Email:** [dataprotection@mater.ie](mailto:dataprotection@mater.ie)



## Personal Information Processed:

Name, Address, Date of Birth, Contact Details, Description of records sought, Copy of Identification, Proof of Address.



## Purposes for processing

We need to collect this information from you in order to identify your records and to process your request.



## Legal Basis for Processing

We are required to process this information to comply with a legal obligation. Under the Data Protection Act 2018, we are required to confirm the identity of the requester and to identify and locate any relevant personal information.



## Retention Period:

We will keep the information on file for a period of 3 years. After that period has expired, we will destroy the records by confidential shredding.



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## Right of access to records

Under Data Protection Law, you have the right to get access to information we hold about you. You can request access by contacting the Data Protection Office:

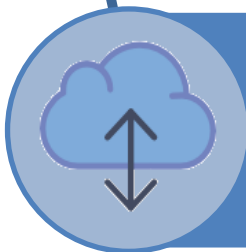
**Phone:** 01 803 4311    **Email:** [dataprotection@mater.ie](mailto:dataprotection@mater.ie).



## Right to Rectification, Objection & Erasure

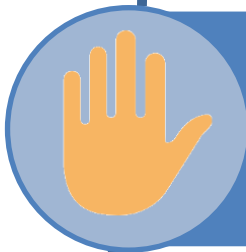
If the information we hold about you is not correct, you have the right to request that your records are updated.

In limited circumstances, you can also object to the processing and also request that records are deleted from your file.



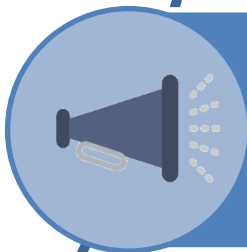
## Right to Data Portability

If your information is processed by automated means (ie. computer) you have the right to have that information transferred to another data controller. This only applies in limited circumstances.



## Right to withdraw consent

If we process your information based on your consent, you can withdraw that consent. Most of the processing that takes place in the hospital will be based on another legal basis.



## Right to Complain to the Data Protection Commission

If you are dissatisfied with how we are using your personal information, you can raise this with the DPC.

**Phone:** 0761 104 800    **Lo-Call:** 1890 252 231

**Email:** [info@dataprotection.ie](mailto:info@dataprotection.ie)



## Data Protection Officer (DPO)

The Mater Hospital has appointed a DPO to make sure that we are processing your information appropriately. You can contact the DPO

**Email:** [dpo@mater.ie](mailto:dpo@mater.ie)