

## **NPHDB Privacy Statement for Visitors to the NCH Website**

### **Introduction**

This statement sets out the practices we follow to respect the privacy of all visitors to this web site.

Personal information is data which can be used to identify an individual, either directly or indirectly, such as a name, photograph or contact information.

The site offers visitors the opportunity to provide their contact details should they wish to receive a response to a communication, this information is encrypted during transfer across the internet. No data will be passed on to a third party to be used for another purpose other than that it was submitted for without the express permission of the data subject.

Contact details which have not been used for 18 months will be deleted from our system.

All communications received are managed with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 & 2003 and GDPR. This web site does not collect any other personal data than that which is volunteered by the enquirer.

Visitors expressing an interest in jobs associated with the new children's hospital project are directed to refer to the careers section of the web site for instruction on how to apply directly to the relevant recruitment office.

### **Security**

All communications received are retained in a secure area on our document management system with restricted access for the length of the project and is subject to policies and procedures protecting it from loss, misuse and improper disclosure. At the close of the new children's hospital project these records will be archived and controlled by the HSE.

### **Data Identified as Special**

The NPHDB does not intentionally collect or retain data identified as special personal information. This includes: information revealing racial or ethnic origin; political opinions; religious or philosophical beliefs; trade-union membership; the processing of genetic or biometric data for the purpose of uniquely identifying a natural person; information concerning health; information concerning a natural person's sex life or sexual orientation; and in some cases, social security numbers or financial information.

## Disclosure

Personal data/information submitted through this site will not be disclosed to a third party except:

- It be necessary for the processing of your data (e.g email service provider)
- It be with an expert or other for providing you with information specific to your enquiry.
- With your written consent
- At your explicit request.
- If it is required under a court order or any other legal or regulatory requirement.

A written agreement is required by the Web and IT services providers responsible for hosting this site to provide an adequate level of privacy protection.

## Controlling your personal information

No personal information obtained through this site is made available for sale to outside parties for consumer marketing purposes.

Data protection regulations legally entitle you to request the details of any of your personal information we retain and we are required to ensure it is up-to-date and maintained in a manageable format for exporting.

If at any time you would like to <sup>1</sup>request eraser or restrict the processing of your personal information, or you would like to obtain confirmation whether or not your personal information is processed by the NPHDB, access your personal information, exercise your right to data portability or withdraw your consent to processing, you can email us your request to [dataprotection@nph.ie](mailto:dataprotection@nph.ie) or send it in writing to Data Protection, National Paediatric Hospital Development Board, Block A, Herberton, St. James's Walk, Rialto, Dublin 8, D08 HP97 (*<sup>1</sup>Request Erasure: This allows you to request your personal information be permanently removed from our system. Erasure can be requested where you believe there is no good reason for us to continue processing your information or where an objection to processing lodged by you has been upheld.*)

## Third-party links

The new children's hospital web site contains email links to third parties that are not governed by this privacy statement, such as recruitment agencies. We recommend that you review the privacy statement of the third party through their web site should you wish to take advantage of the link.

## Cookies

Cookies are small pieces of information, stored in simple text files, which asks permission to be placed on your computer's hard drive. The cookies active on this website are for enhancing your browsing experience and enable us to see how the site is used but they do not allow us to identify you. Please follow this [link](#) if you wish to find out more about cookies or disable them from being active on your system.

## Twitter

If you wish to participate on our Twitter page your privacy rights are outlined in the [Twitter Privacy Policy](#) available on the Twitter site.

## Children

The NPHDB is committed to protecting the privacy needs of children and does not knowingly collect information from children under the age of 16.

## Policy Changes

This policy will be reviewed annually or following a change in procedure.

## Complaints

If you are concerned about an alleged breach of privacy law or any other regulation by the NPHDB, you can email your complaint to [dataprotection@nph.ie](mailto:dataprotection@nph.ie) or send it in writing to The Data Protection, National Paediatric Hospital Development Board, Block A, Herberton, St. James's Walk, Rialto, Dublin 8, D08 HP97

If you are not satisfied with the way in which NPHDB has resolved your complaint, you have the right to complain to the data protection authority in your country. You may also refer the matter to a court of competent jurisdiction.

## Contact Us

If you have any questions regarding any of the above please refer to our [contact page](#) for information on how to get in touch with us.

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