

NPHDB Privacy Statement for Visitors to the NCH Website

Introduction

This statement sets out the practices the National Paediatric Hospital Development Board (“NPHDB”, “we”, “our”, or “us”) follow to respect the privacy of all visitors to this web site. Personal data is information which can be used to identify an individual, either directly or indirectly, such as a name, photograph or contact information.

Personal Data We Collect

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 and includes:

- [your name and contact details, including your email address; and
- any other personal data relating to you that you provide to us or that we generate about you in connection with your use of this website.]¹

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 Act 2018 and the 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.

Purposes of Processing and Legal Bases

We use the personal data provided by web site users, such as name, email address or phone number, via the Contact section of this web site, for the purpose of responding to that web site user’s query. The legal basis on which we process personal data in this circumstance is that it is necessary for the performance of tasks carried out in the public interest.

Data Identified as Special

The NPHDB does not intentionally collect or retain data identified as special categories of personal data. 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.

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.

Disclosure

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

- Where it is necessary for the processing of your data (e.g email service provider).
- Where it is disclosed to an expert or other service provider with the purpose of 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.

Retention

We will not hold your personal data for longer than is necessary. We retain your personal data for as long as we need it for the purposes described in this notice, or to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise between you and us. Contact details which have not been used for 18 months will be deleted from our system.

Controlling Your Personal Information

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

You have the following rights in certain circumstances and subject to certain restrictions, in relation to your personal data:

- *Right to access the data* – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- *Right to rectification* – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.

- *Right to erasure* – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- *Right to restriction of processing or to object to processing* – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- *Right to data portability* – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.
- *Right to withdraw your consent* – Where our processing of your personal data is based on you having provided your consent, you have the right to withdraw such consent.

Please note that these rights are not absolute and are subject to certain restrictions and exemptions. For example, the right to erasure of personal data will not apply where we have a legitimate reason to continue to hold such data.

If at any time you would like to, exercise any of your rights in relation to your personal data you can email us your request to 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.

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 and allows the website to remember personalised settings and preferences. We use certain cookies which are necessary for the operation of the web site, which are always enabled and for which we do not ask permission. The remaining cookies active on this website are for enhancing your browsing experience and enable us to see how the site is used. None of the cookies we use allow us to identify you.

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 bi-annually or following a change in procedure.

Complaints

If you are concerned about an alleged breach of data protection law by the NPHDB, you can email your complaint to dataprotection@nph.ie or send it in writing to The Data Protection Officer, 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.

Rev 3 – Issued November 2024