

University College Cork

Student Health and Wellbeing Department Data Protection Notice

1 Introduction

At University College Cork, we treat your privacy seriously. Any personal data (i.e. information that can be used to identify you as an individual) which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation and the University's [Data Protection Policy](#). This notice explains how the UCC Student Health and Wellbeing Department collects, uses and shares personal data relating to prospective, current and former students of University College Cork ("you"). It also explains your rights under data protection law in relation to our processing of your data.

The UCC Student Health and Wellbeing Department wants to ensure the highest standard of medical care for our patients. We understand that a Medical Practice is a trusted community governed by an ethic of privacy and confidentiality. Our approach is consistent with the Medical Council guidelines and the privacy principles of the Data Protection Regulations.

2 Who We Are

Throughout this Notice, "we", "us", "our" and "the University" refers to the Student Health and Wellbeing Department, University College Cork.

3 How We Collect your Personal Data

The personal data that we hold about you is generally collected directly from you, or from your demographic details on the University IT system. Some information may also be received from third parties including:

- Other healthcare professionals external to UCC such as your General Practitioner or Consultant
- Your family or other 3rd party who report information to us with your knowledge and consent
- Your family or other 3rd party who report information to us without your knowledge and consent in extreme circumstances where there is concern for your wellbeing.

4 How We Use Your Personal Data

UCC Student Health processes your personal data in order to provide for your medical care, to support your participation in your academic programme of study or research, and to collect payment from you for certain services. See <https://www.ucc.ie/en/studenthealth/fees/> for information on the current charges for services at UCC Student Health. When you pay us using your debit or credit card or using our payment-by-text Bilinks service, the information shared with the external company that

processes payment will be strictly limited to only the data that is needed to process the transaction. No medical data is shared. You have the right to choose which of these payment methods you wish to use. You have the right to change your mind and withdraw your consent at any time. Your consent/refusal to consent to use Bilinks payment facility will be electronically recorded on your record in UCC Student Health and Wellbeing Department only.

5 Our Legal Basis for Using Your Personal Data

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and to let you know what that basis is. We process your personal data for the purposes outlined in this notice on the basis that you have provided us with your consent to do so. The processing of personal data by the UCC Student Health and Wellbeing Department is also necessary in order to protect your vital interests and for the provision of health care and public health.

6 Personal Data Provided by You About Others

You may provide us with personal data about other individuals, for example, next of kin/emergency contact details and information about your family circumstances and dependents. You should notify the relevant person that you are providing their contact details to us.

7 Who We Share Your Personal Data With

In addition to cases where we are required or permitted by law to disclose your personal data to others, we may disclose your personal data in connection with the purposes referred to above. These include, but are not limited to sharing your data with:

- Other healthcare professionals external to UCC such as your General Practitioner or Consultant or the HSE
- Other members of UCC staff with your knowledge and consent, where sharing your personal data is needed to support you in your academic studies or protect your wellbeing.
- Other members of UCC staff without your knowledge and consent, where sharing your personal data is needed to protect your wellbeing, in extreme circumstances.
- Your family or other 3rd party who report information to us with your knowledge and consent
- Your family or other 3rd party who report information to us without your knowledge and consent to protect your wellbeing in extreme circumstances.

Where we use third parties to process personal data on our behalf (acting as data processors), a written contract will be put in place to ensure that any personal data shared will be held in accordance with the requirements of data protection law and that such data processors have appropriate security measures in place in relation to your personal data.

8 How Long We Will Keep your Data

In keeping with the data protection principles, we will only store your data for as long as is necessary. It is necessary to keep the data for at least 96 months after last contact with you.

There are exceptions to this rule, and these are described in the ICGP Guideline on data protection at <http://www.icgp.ie/data>

9 Keeping your Data Up-To-Date

The Data Protection Acts require that personal data about individuals is accurate and kept up-to-date. It is important therefore that you update your personal details regularly (e.g. your postal address, mobile phone number). You can update your details via the student portal (<https://www.ucc.ie/en/sit/>) or by contacting the Student Records and Examinations Office by emailing sreo@ucc.ie. You can keep your personal health data up to date in UCC Student Health by providing us with copies of relevant personal health documents or correspondence relating to any health issue for which we are providing you care.

10 Your Rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- to find out if we use your personal data, to access your personal data and to receive copies of your personal data.
- to have inaccurate/incomplete information corrected and updated.
- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways.
- to object to certain processing of your data by UCC.
- to exercise your right to data portability where applicable (i.e., obtain a copy of your personal data in a commonly used electronic form).
- where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time.
- to not be subject to solely automated decision.

If you wish to avail of any of these rights, please write to the Information Compliance Manager either by email (gdpr@ucc.ie) or by post (The Information Compliance Manager, University College Cork, 4 Carrigside, College Road, Cork) or telephone: +353 (0)21 4903949.

11 QUESTIONS OR COMPLAINTS

If you have any queries or complaints in connection with our processing of your personal data, you can contact UCC's Information Compliance Manager (see contact details above). You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website (www.dataprotection.ie), or by telephoning 1890 252 231.

12 Revisions to This Notice

Please note the University may revise this data protection notice from time to time. Any changes will be posted at www.ucc.ie/en/studenthealth/yourhealthdata/