SHANNONDOC·IE
OUT-OF-HOURS GP CARE

DATA ACCESS REQUEST FORM A (Public Patient GMS) Article 15 of the General Data Protection Regulations GDPR 2018 provides a right of access to the Data Subject to obtain / receive all / whatever information the Data Controller holds on him / her.

Applicant /Agent:

Address:

PPS Number & Medical Card Number:

Contact Phone Number / Mobile Number / Landline:

Details of the information / Data sought including full details of dates and location of treatment provided if possible

Date of Birth

Access Request supporting documentation attached to request. Please tick appropriate boxes if applicable

☐ Birth Certificate   ☐ Court / Custody orders
☐ Identification ID   ☐ Authority to allow Agent access data
☐ Proof of address   of the data subject
☐ Guardianship
☐ Other supporting documentation

Guidelines / Support for completing Data Access Request Forms:

Please note that Data Access Requests can be made either electronically or manually.

1. It is important that all the relevant sections of the access request forms are fully completed to enable requests to be handled as efficiently and expeditiously as possible. Failure to complete all the relevant sections of the form will result in an invalid request.

2. Please ensure the relevant and appropriate supporting documentation accompanies all access data requests. All requests should be supported by proof of address and ID for the data subject.

3. All Agent requests on behalf of the Data Subject should follow the same format and be supported by the relevant documentation together with the applicant's date of birth.

4. All public / GMS patients' requests / files will be sent to the HSE for processing. ShannonDoc is a FOI body under the Freedom of Information Act 2014, Sections 6 and 10 of the act provides and mandates that such requests are processed by the HSE

5. All Data Access requests for children must be accompanied by ID for both parent and children. The person making the request should provide evidence that he/she is the child's parent / legal guardian.

6. If there are custody arrangements or a Court Order in place in relation to Children. A copy of same must be sent in with the access request.

7. Transfers of data outside of the EU must comply with Articles 45-50 of the GDPR Regulations 2018 and transfers should adhere to Model Contract Rules.

8. If there are any further queries pertaining to such access requests, please contact the Data Protection Officer at ShannonDoc who will deal with same.