



A Statement of Information Practices from the HSE Schools Immunisation Programme

Why is information recorded about me?

The HSE Immunisation Offices collect personal data about individuals directly from the individual or from persons acting on their behalf such as a parent, legal guardian or school. The personal data collected may include name, address, date of birth, the mother's birth surname, contact details of their parent/guardian, PPSN (if any), name of the school which the pupil attends and relevant medical vaccination data.

What happens to your vaccination information?

Your information is used to keep a record of vaccinations provided to you by the HSE in schools or clinics. Your records are used to ensure that we provide you with the best possible care so it is important that your records are complete and up to date. This information allows school public health nurses to plan their visit to the school. They can also follow up with families who do not return consent forms, providing additional support and information to make sure children do not miss out. This helps to make sure the programme reaches as many children as possible. Some of your information may be used for grouped statistical reporting.

Our software supplier; Opensky Data Systems assist us in managing our IT system and staff are trained and are fully aware of their obligations under, GDPR and Data Protection.

The HSE's Health Protection Surveillance Centre ([HPSC](#)) collate aggregate data for statistical publication but do not publish identifiable client data.

We are required to keep your data until your 25th birthday (in cases of children and young people).

If you are eligible for the HPV programme the HSE National Immunisation Office in some cases, must, by law, provide your details to [Cervical Check](#), the Cervical Screening Service (Health Provision of Information Act, 1997).

Protection of privacy of personal information

The HSE has in place the appropriate policies and procedures to ensure that staff collects only the minimum information that is needed about service users and providers. Your information is kept in a confidential and secure manner on our IT systems.

The HSE has implemented strong administrative, physical and technical safeguards, consistent with industry best practices, to protect the personal health information being transferred, processed or stored from theft, loss, unauthorised use, modification, disclosure, destruction and/or damage. These include security software and encryption protocols, firewalls, locks and other access controls, privacy impact assessments.

The HSE do not use consent as a lawful basis for processing personal data. In the interest of transparency, to explain how we collect and use personal information the HSE provides

details within the [HSE Privacy Notice for Patients and Service Users](#) which is accessible via the [HSE Privacy Statement](#).

The processing of your child's data will be lawful and fair. It will only be processed for specific purposes including, to manage the vaccinations, to report and monitor vaccination programmes, to validate clients and provide health care. Data sharing between HSE departments may also occur.

Immunisation Consent Process

The HSE Immunisation Offices provide you with an Immunisation consent form prior to vaccination. This information is recorded and used to direct the services offered to you and your child/children. Your information can only be accessed by authorised HSE Immunisation Office staff.

You can change your mind and withdraw consent to vaccinate at any time, prior to being the vaccination occurring. Please contact us or speak to your vaccinator, if you wish to do so.

Please note only a parent or legal guardian can provide consent for a medical procedure, or refuse consent for a medical procedure for young people under 16 years of age. Young people aged 16 years or older are legally entitled to consent for themselves.

Read more about the [HSE Consent Policy](#) on the [HSE website](#)

Can I see my information?

The Freedom of Information Act, GDPR and the Data Protection Act allow you to find out what information is held about you on computer and manual records. If you wish to see a copy of the information that we hold about you should submit the request in writing, along with proof of identification to your Local Health Office. The links to the offices are listed on our website at www.immunisation.ie

You can search online for HSE FOI or click [here](#).

Procedure for making a complaint

We welcome your feedback and comments. If you would like to submit a comment or complaint to us, this can be done in person, in writing, by phone, email or online form. Search online for HSE Complaints or click [here](#)

Further information about Data Protection please see the [Privacy Statement for HSE.ie](#). Additional information can also be obtained from the Data Protection Commissioner website www.dataprotection.ie

