



## **DATA PROTECTION ACCESS REQUEST - INFORMATION LEAFLET**

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### **APPLYING TO HAVE PERSONAL DATA CORRECTED, DELETED OR RESTRICTED UNDER THE DATA PROTECTION ACTS - SECTION 6**

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#### **APPLYING TO HAVE PERSONAL DATA CORRECTED, DELETED OR RESTRICTED**

If you are unhappy with the way your personal data is being processed, or simply want to have a mistake corrected, you have the following rights under Section 6 of the Data Protection Acts

#### **The right to change or remove details**

If the personal data held is:

- Factually incorrect
- Was obtained or processed in an unfair way
- Is not kept accurate, complete and up-to-date
- Is being used in a way that is not in keeping with the reason for which it was originally collected
- The data is being stored in an unsafe way, or the storage security measures are inappropriate
- The South Infirmary –Victoria University Hospital cannot provide a valid reason to keep it

You can ask to have the data corrected or deleted

#### **What is the procedure for making an application?**

You must write to the South Infirmary – Victoria University Hospital and explain why the personal data is incorrect or was unfairly obtained and make a formal request for correction or deletion.

**How long does it take?**

The South Infirmary – Victoria University Hospital has 40 days from the date it receives the written application, to either comply with the request or explain in writing why it is refusing to do so.

**Is there a fee**

No, there is no fee for this request.

**The right to restrict the use of your personal data**

If you believe that your personal data is being used for a purpose of which you were not aware of and did not consent to, then you can ask to have the use of your personal data restricted to the main purpose for which you originally supplied it.

**What is the procedure for making an application?**

You must write to the South Infirmary – Victoria University Hospital and formally request that the South Infirmary – Victoria University Hospital restricts the use of your personal data to the main purpose for which it was originally supplied.

**How long does it take?**

The South Infirmary – Victoria University Hospital has 40 days from the date it receives the written application to either comply with your request or explain in writing why it is refusing to do so.

**Is there a fee?**

No, there is no fee for this request