

Academy of Clinical Science and Laboratory Medicine Privacy Notice

Introduction

This is the Privacy Notice of the Academy of Clinical Science and Laboratory Medicine (“The Academy”). This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

The Academy has identified its data subjects as being:

- Medical Scientists
- Internal Staff
- Contact personnel in employer and supplier companies

The Academy is pleased to provide the following Privacy Notice:

Personal Data

The Academy is the professional body and competent authority, representing medical scientists in Ireland. Medical scientists are a regulated profession. All medical scientists must hold qualifications accredited, or approved, by the Academy.

The vision of the Academy is “To support excellence in clinical science and laboratory medicine, and in doing so, enhance patient outcomes”.

Laboratory medicine is a clinical service and the clinical sciences that underpin laboratory medicine are; Cellular Pathology (Histopathology), Clinical Chemistry, Haematology, Immunology, Medical Microbiology, Molecular Diagnostics, Point of Care Testing (POCT), Transfusion and Transplantation Science and Virology. Medical scientists are at the forefront not only in the provision of these services but in the management and delivery of the services.

The Academy uses the information collected from medical scientists to verify their professional accreditation. The Academy is the designated authority for qualifications in medical laboratory science as appointed by the Department of Health in 1996. The verification information is provided to employers and potential employers. The Academy also uses the personal information supplied to provide medical scientists with information relevant to their ongoing professional development.

Some personal data may be collected about our data subjects from the forms and surveys they complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to personally identifying information like Internet Protocol (IP) addresses. The Academy may

from time to time use such information to identify its visitors. The Academy may also collect statistics about the behavior of visitors to its website.

Any information The Academy holds about you and your business encompasses all the details we hold about you.

The Academy will only collect the information needed so that it can provide you with our verification and consulting services. We do not sell or broker your data.

Legal basis for processing any personal data

The Academy will process data to meet The Academy's contractual obligations arising out of the employment of a medical scientist.

Legitimate interests pursued by The Academy and/or its Clients/Employers

To promote the best professional practice and consulting services offered by The Academy.

Consent

Given the contractual requirement of accreditation verification by The Academy, consent is not an appropriate lawful basis for processing as withdrawal of consent will have a consequence on the contract of employment.

Disclosure

The Academy does provide verification to third parties exclusively to verify the accreditation. The Academy requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

The Academy do not broker or pass on information gained from your engagement with the agency without your consent.

However, The Academy may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. We may also enforce our Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of The Academy its clients and/or the wider community.

Retention Policy

The Academy will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be deleted.

Data storage

The Academy does not store personal data outside the EEA.

Your rights as a data subject

At any point whilst The Academy is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you, this is qualified by the requirement to retain any confidentially provided information.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records, this is qualified by any statutory obligation of data retention
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that The Academy refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

The Academy at your request can confirm what information it holds about you and how it is processed.

You can request the following information:

- Identity and the contact details of the person or organisation (The Academy) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of The Academy or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

The Academy will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If the Academy is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to dpo@acslm.ie or by phoning or writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by The Academy or its partners, you have the right to complain to David Kearney, Data Protection Officer, The Academy of Clinical Science and Laboratory Medicine, 31 Old Kilmainham, Dublin 8, Ireland. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

Data Protection Regulator

Data Protection Commissioner

Canal House

Station Road

Portarlinton

R32 AP23 Co. Laois

Telephone +353 57 8684800

Lo Call Number 1890 252 231

E-mail info@dataprotection.ie