

Template for Records of Processing Activity

Surgeon Name	
Practice Address	
Practice Phone Number	
Data Controller	
Lead for Data Protection	

The following Table applies for both Public and Private Patients and shows the categories of personal data processed by this practice

Category of Personal Data	Purpose of Processing	Lawfulness of Processing
Administrative: name, address, contact, details(phone, mobile, email), dates of appointment, etc	Necessary to support the administration of patient care	Article 6.1(d): processing is necessary in order to protect the vital interests of the data subject or of another natural person. Special Categories are processed under the derogations in Articles 9.2(h) and 9.2(i). Please see the notes under this table
Medical Record: Individual Health identifier, date of birth, religion, sexual orientation, gender, family history, contact details of next of kin, medication details, allergy details, current and past medical and surgical history, genetic data, laboratory test results, imaging test results, other data required to provide medical care.	Necessary to provide patient care	Article 6.1(d): processing is necessary in order to protect the vital interests of the data subject or of another natural person. Special Categories are processed under the derogations in Articles 9.2(h) and 9.2(i). Please see the notes under this table

Account Details: record of billable services, provided, patient name, address, contact details, billing and payment records	Required for providing a service and billing	Article 6.1(c): processing is necessary for compliance with a legal obligation to which the controller is subject (Revenue, Medical and Legal Obligations), and Article 6.1(b) in relation to getting paid for providing a service to private patients necessary for compliance
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Recipients with whom we share personal data

Categories of Recipient	Description
Health and Social Care Providers	Other doctors, Health Service Executive, Voluntary Hospitals, Private Hospitals and Clinics, Other Consultants Physiotherapists, Occupational Therapists, Speech and Language Therapists, Social Workers, Palliative Care Services, Out of Hours Services, Pharmacies, Nursing Homes, Counselling Services, Diagnostic Imaging Services, Hospital Laboratories, and other health care providers
Data Processors, with a contract	Practice Software Vendors, Online Data Backup Companies
Legal Arrangements	Coroner, Revenue, Social Protection, Medical Council
Public Health	Infectious disease notifications, influenza surveillance,
Third Parties, with explicit patient consent	Solicitors, Insurance Companies, Health Insurance Companies, Banks,