

University of Galway Data Protection – September 2025

Information to be provided in a Patient Information Checklist (Based on requirements of Article 13 GDPR and on parts of the guidance in Department of Health Information Principles). This checklist must be read in conjunction with the Consent Checklist

	Mark “Yes” or “No”
The title and Purpose of the Research.	
A brief description of the personal data to be collected and used.	
The reason why identifiable rather than anonymized data is required.	
The purposes of the processing for which the personal data are intended.	
An enumeration of potential benefits that may arise from the research.	
Clarification on whether the individual providing the personal data will be advised of any outcome from the research.	
The identity and the contact details of the personal data controller and, of the controller’s representative	
Name, title and contact detail of Principal Investigator and relationship to the data controller if he or she is not the data controller.	
The Institution name and contact details of the Research Ethic Committee that gave ethical approval to the research and the date of such approval.	
How and to who the data subject can exercise their data protection rights.	
Specification of any organisation who provides funding for, or otherwise supports, the project and any direct or indirect access that person will have to the personal data collected.	
Details of whether the results of the research be used or disclosed for commercial purposes.	
Specification of any category of person or company to whom it is intended to disclose the personal data collected (whether in an identifiable, pseudonymised or anonymised form) –this is particularly relevant to any commercial involvement.	
If there is a data processor, where possible, the name and contact details of that data processor and why it is necessary to have a data processor.	
Where applicable, the fact that the controller intends to transfer personal data to a country outside of the EU and reference to appropriate GDPR compliant suitable safeguards. See: https://www.universityofgalway.ie/data-protection/gdpr/internationaltransfers/	
Confirmation that the persons carrying out the research or otherwise having access to the personal data are bound by a contractual code of secrecy (e.g. employment contract) or some other arrangement that emphasises confidentiality (may be applicable for medical students).	

Confirmation that arrangements are in place so that personal data will be processed only as is necessary to achieve the objective of the health research and will not be processed in a way that damage or distress will be caused to the data subject.	
Confirmation that training in data protection law and practice has been provided to those individuals involved in carrying out the research.	
Identification of any healthcare providers or other persons the personal data may be sought from.	
Description of the data security arrangements in place.	
Confirmation that an assessment of the data protection implications of the health research and /or a data protection impact assessment was carried out and an indication of the level of risk identified by either or both.	
Details of any intended follow up contact with the data subject as part of the current or future research.	
The period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period including any arrangements to be made for the personal data to be archived or destroyed.	
The existence of the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing or the right to data portability.	
The existence of automated decision-making, including profiling and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.	
The existence of the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.	
The contact details of the HSE or University Data Protection Officer as applicable.	
The right to lodge a complaint with a supervisory authority (in Ireland this means the Data Protection Commissioner of Ireland).	