



PRIVACY NOTICE

This notice explains how the Muckamore Abbey Hospital Inquiry ('the Inquiry') collects and uses personal information

The Inquiry is an independent public inquiry established by the Minister of Health, under the Inquiries Act 2005, to investigate and report on matters set out in the Inquiry's [Terms of Reference](#).

The Inquiry is a data controller and can be contacted by telephone or by email as set out below.

The purposes for which personal information is processed

The Inquiry is investigating the matters set out in the Terms of Reference and it needs to process personal information for the purposes of its investigations and to enable it to carry out its work. Personal information is used by the Inquiry in a number of ways: for example, to gather evidence as part of the Inquiry's investigation, to facilitate access to the Inquiry, and to communicate and provide updates on the progress of the Inquiry. Personal information may also be used by the Inquiry to comply with the law and contracts that the Inquiry enters into.

How the Inquiry collects personal information

Most of the personal information that the Inquiry processes is provided to it by individuals or organisations (or through their legal representatives).

There are a number of ways in which personal information will be collected by the Inquiry. The Inquiry will obtain multiple records containing personal information from a range of sources, including the Department of Health, the Health Trusts, health commissioning bodies, healthcare providers, regulatory bodies and government authorities. Personal information may also be included in statements and documents provided to the Inquiry or in oral evidence given to the Inquiry. When individuals or organisations make contact with the Inquiry by telephone, email or in correspondence, personal information may be included in such communications. The Inquiry will also receive personal information when it obtains services in connection with its work. These are just examples; it may be that personal information will be provided to the Inquiry in other circumstances.

What sort of information will the Inquiry collect?

The Inquiry will collect information about patients of Muckamore Abbey Hospital and their families, information about the health of patients of Muckamore Abbey Hospital and information about the provision of health care to and the treatment of those patients. The Inquiry will also collect information about the staff of Muckamore Abbey Hospital and others who have worked there, including human resource, occupational health and performance management information. The Inquiry will also collect information about other matters within the [Terms of Reference](#). The Inquiry will collect and retain contact details. Records held by the Inquiry will include personal information. This will include sensitive ('special category') personal information relating, for example, to physical and mental health, racial or ethnic origin, gender identity and/or a person's sex life or sexual orientation.

The legal basis for processing personal information

The Inquiry processes personal information fairly and lawfully and in compliance with data protection legislation. Personal information is processed because the processing is necessary to enable the Inquiry to carry out work in the public interest and in the exercise of statutory functions, in this case the Chair's functions under the Inquiries Act 2005.¹ Sensitive personal information is processed because the processing is necessary for reasons of substantial public interest in the exercise of statutory functions.²

How does the Inquiry share personal information?

The Inquiry keeps personal information secure and only shares it when necessary and in line with all data protection requirements.

To facilitate the work of the Inquiry, personal information may be shared with third party data processors who supply transcription services, consultation software and electronic disclosure software and other services to the Inquiry. The Inquiry will have contracts in place with its data processors, which means they cannot do anything with personal information unless the Inquiry has instructed them to do it. These processors will not share personal information with any organisation apart from the Inquiry, or as directed by the Inquiry. They will hold data securely and retain it for the period the Inquiry instructs. The Inquiry may have to disclose personal information on a confidential basis to organisations that hold records which could assist the Inquiry with its investigations or to experts assisting the Inquiry's work.

The Inquiry may share information received as part of its investigations with Core Participants and the public in line with the Inquiry Protocols, which are available on the [Inquiry website](#).

¹ This processing is carried out under Article 6(1)(e) of the UK General Data Protection Regulation (GDPR).
² This processing of sensitive personal information is carried out under Article 9(2)(g) of UK GDPR and the Data Protection Act 2018, Schedule 1, Part 2, paragraph 6(1) and (2).

Data will normally be used within the United Kingdom and not outside the European Union.

For how long will the Inquiry keep personal information?

Every 3 months, the Inquiry will review all documents provided to it and will delete any document that is not relevant to the Inquiry's Terms of Reference.³

The Inquiry will securely store information provided to it, including personal and sensitive personal information, and will generally retain it for the duration of the Inquiry depending on the purpose of gathering and using that information. The Inquiry will develop and agree a Retention and Disposal Schedule, in consultation with the Public Records Office of Northern Ireland (PRONI). At the end of the Inquiry, the Inquiry record, which may include personal and sensitive personal information, will be transferred to PRONI where information will be handled according to the safeguards in data protection legislation for archiving in the public interest.

Some of the Inquiry's financial and governance records will transfer to the Department of Health to be retained for financial accounting purposes. These records will be retained and eventually destroyed in line with the Department of Health's approved retention and disposal schedule (Good Management Good Records). All material not required to be transferred to the Department of Health or PRONI will be securely destroyed.

What are your rights?

You are entitled to request confirmation that your personal data is being processed and information about how that data is processed. You are entitled to request a copy of that personal data, which will be provided to you (subject to some exceptions). You have the right in certain circumstances (for example, where the accuracy of the information held by the Inquiry is queried) to request that the processing of your personal data is restricted, or to object to the processing of your personal data. You have the right to request that the Inquiry correct or delete your personal data and the Inquiry will determine such requests in accordance with its statutory obligations.

Links to other websites

<https://www.mahinquiry.org.uk> may contain links to other websites.

This privacy notice only applies to this website. If you access another website from this one, read the privacy notice on that website to find out what it does with your information.

³ Providers of any document deleted by the Inquiry are required to retain the original for production to the Inquiry on request should it become necessary for the Inquiry to obtain the document on a later occasion.

Further information and complaints

If you have comments or queries about this privacy notice, please contact the Inquiry at info@mahinquiry.org.uk. If you are unhappy about the way the Inquiry uses your personal data, you may contact the Inquiry's Data Protection Officer:

Jaclyn Richardson
Data Protection Officer
Email: Jaclyn.richardson@mahinquiry.org.uk
Telephone: 02890 823119

If you wish to make a complaint about the way the Inquiry handles your personal data, you can contact the Information Commissioner's Office:

Information Commissioner's House
Wycliffe House
Walter Lane
Wilmslow
Cheshire
SK9 5AF
Email: casework@ico.org.uk
Telephone: 0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

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