



Privacy Notice

Membership/Associate Membership Applicants

(updated March 2026).

Please note this information need only be given to a data subject once

The data controller is St. Paul's Garda Medical Aid Society
Plaza 255, Blanchardstown Corporate Park 2,
Ballycoolin Road, Dublin 15, D15NA7D
Tel: 01 8991604
Email: customerservice@medicalaid.ie

Our Data Protection Officer can be contacted by e-mailing dpo@medicalaid.ie, or by post at the address above.

The **purpose of the processing** is to assess an application for membership/associate membership of the Society for eligibility. A successful application will result in membership or associate membership being granted, and the personal data provided will be used to operate your Garda Medical Aid account.

The **legal basis for processing** is for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

As part of your application for membership/associate membership you'll be asked for your consent on ways that we can contact you for ad hoc mailings and direct marketing purposes.

Who we share your data with – sharing of your data can occur with the following:

- Staff and officers of the Society (as necessary)
- Persons you have authorised to act on your account
- Health service providers to check and verify claims details
- Statutory and regulatory bodies, including courts and enforcement authorities
- Other health service insurance providers should you decide to switch providers
- Systems suppliers providing systems support, off-site data backups, testing backup data, and other related activities
- Contractors / processors working for the Society, such as outsourced printers, IT contractors and service providers relating to the claims processing system and e-communications.
- Our legal advisors, accountants, auditors, and other such professional advisors utilised in the course of our on-going operation.

When sharing information with third parties, we will only disclose the minimum information necessary to perform the needed tasks, or as legally required to be reported. Those contractors we use are subject to a contract requiring at least the same levels of information protection that we have, and they are required to provide assurance that all necessary data protection safeguards and controls are in place.

There are no **transfers of your personal data outside of the EEA**. We may transfer your personal information outside of the Republic of Ireland where necessary to administer or manage your health insurance or related claims.

Retention of your data – In a successful application for membership/associate membership, in compliance with legal requirements for record keeping¹, some information is retained for 20 years from cover ending with the Society. This tends to be general in nature, including:

- the date of commencement of cover,
- the date of commencement of the most recent period of cover,
- each prior credited period (if any),
- each renewal,
- the levels of cover,
- each suspension (if any) of the contract and the dates thereof, and
- the date of termination of the contract

Materials such as membership/associate membership application forms and supporting materials are held for at least 6 years from cover ending with the Society.

Claim forms and supporting materials are retained for at least 6 years from the claim being successfully concluded. Should there be a legal case relating to a claim, linked materials will be held until at least 6 years following conclusion of the case.

In the case of an unsuccessful, cancelled or withdrawn application, all personal data will be deleted after a period of 3 months.

Your rights as a data subject – you have the right to:

- Data access – find out how we use your information, what information of yours we have, and receive copies of this information
- Rectification or erasure of data – have inaccurate/incomplete information corrected and updated, and, in certain circumstances, to have your information deleted
- Restriction of processing – in certain circumstances, to have our use of your data restricted
- Objection to processing – in certain circumstances, to object to particular use of your personal data for our legitimate business interests (e.g. for direct marketing purposes). You also have the right not to be subject to solely automated decisions, and the right to have a person review such decisions.
- Data portability – exercise the right to data portability (i.e. to obtain a transferable copy of information we hold about you, to give to another provider)

¹ S.I. 312/2014 - HEALTH INSURANCE ACT 1994 (DETERMINATION OF RELEVANT INCREASE UNDER SECTION 7A AND PROVISION OF INFORMATION UNDER SECTION 7B) REGULATIONS 2014)

Processing based on consent – where our lawful basis for processing your data is your consent to do so, you have the right to withdraw consent at any time. You may do this by dropping into our office, or by writing to, or emailing us.

Provision of personal data for a membership/associate membership application – provision of your personal data for your membership/associate membership application is a requirement necessary to enter into this contract. Failure to provide the required information means we cannot process your membership/associate membership application.

Automated decision making - we do not use automated decision making in this processing.

Profiling – we use anonymised information to create member profiles, grouping individuals with similar characteristics together, to produce statistical information on our membership/associate membership and on our service provision. This is done to assess service uptake, and for marketing purposes to identify services or benefits other members/associate members might find useful. You have the right to object to this processing.

Notification of additional processing – please note that, if, at some future time, we wish to use the data you are providing for a purpose other than that outlined here, we are obliged to let you know beforehand. Please note that, where this is required or permitted by law, we may process your personal data without your knowledge or consent.

Updates - This Privacy Notice may be updated from time to time, and the current version of this Privacy Notice shall be available from our website, the DPO, or the General Manager.

Lodging a complaint – you have the right to lodge a complaint about your personal data being processed, either with our Data Protection Officer (as above), or directly with the Data Protection Commission, whose contact details are as follows:

Telephone +353 (0)1 765 0100 / 1800 437 737	Address: Data Protection Commission
E-mail info@dataprotection.ie	6 Pembroke Row
Web: https://forms.dataprotection.ie/contact	Dublin 2, D02 X963

You can find more detailed information on what personal data we process and how we process it in our main Privacy Notice on our website www.medicalaid.ie