# Stop Smoking Referral Form

**Further information on your local QUIT services can be found on www.quit.ie or call 1800 201 203**

**REFERRING TO:**

**CLIENT CONTACT DETAILS**

| | |
|---|---|
| **Surname:** | **First Name:** |
| **Address:** | |
| **Telephone:** | **Email:** |
| **Date of birth:** | |
| **Gender:** ❏ Male ❏ Female | **Medical Card:** Yes ❏ No ❏ |

**Would like:** ❏One to one/face to face support (attendance at a clinic to meet with a trained stop smoking advisor)

❏ Phone Support ❏ Both Phone & Online Support ❏ Online Support (Daily texts & emails)

**Smoking History**

Cigs/Rollies Day: [ ]    Years Smoked: [ ]    Number of Previous Quit Attempts: [ ]

**Motivation to Quit:** (1 – Not motivated, 10 – Highly motivated)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

**Confidence to Quit:** (1 – Not confident, 10 – Very confident)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

**REFERRER'S DETAILS**

| | |
|---|---|
| Self-Referral ❏ | Referrers Name: |
| | Telephone Number: |
| Date: | Date: |
| Client signature: | Signature: |
| *By signing this you are giving consent to being contacted by a member of the Quit team* | *By signing this you confirm that the client consents to being contacted by a member of the Quit team* |

# General Data Protection Regulation (GDPR)

**QuitManager** is an electronic system that stores information about your stop smoking support and treatment. This data is collected by the Stop Smoking nurse or advisor and is used to give you quality care.

## Type of data we collect

Under Irish Data Protection law, this data has two parts: 'personal data' and 'special categories of personal data'.

## Personal data (information)

Personal data includes contact details and date of birth. This information allows us to identify your record and communicate with you so we can provide your Stop Smoking service.

## Special categories of data

Special categories of data include health data like medical history and smoking history. It also includes information about previous attempts to stop smoking, current stop smoking plan and any treatment given to you.

## What the law says

The HSE can process the personal data held about you on QuitManager. The law allows us to do this if it's in the public interest. Further information on what the law says can be found on https://www.hse.ie/quitmanager

## What do we do with your data?

The data we collect is used to give a record to your Stop Smoking nurse or advisor. They use this to work out the best way to give you the high quality support you need. Your data allows them to see what has worked to help you quit smoking in the past. This helps to work out how best to help you now and in future.

We also use the data we collect to:

- provide basic reports to improve the Stop Smoking service to you and others;
- measure how many people stop smoking with the support of the service; and
- find out if the stop smoking service is being used by all those who need to use it to stop smoking.

Any information that we use in our reports is anonymised – in other words, the information is not filed with your name or any means of identifying you. This means that your identity is never made public.

## Who has access to my information?

The only people who have access to your information are those who work for the Stop Smoking service. This includes staff from Quitline and staff from a company called North 51, who provide technical support to Quitline.

North 51 is bound by a confidentiality agreement with the HSE and by data protection laws. North 51 staff can only access data over a secure network which is double password-protected.

## Who else might see my information?

If you are referred into the Stop Smoking service by a medical professional such as your GP, we might send them a brief update on your progress.

## Where will my information be kept?

Your data on QuitManager is stored on a secure, central computer system which the Health Service Executive (HSE) manages and controls. It is stored in line with HSE information Security Policies.

## How long is my information kept?

Records are kept for eight years after your treatment finishes or, if you die within eight years, until your death.

## Can I see a copy of my information?

Yes. You can apply to the HSE for a copy of your records under the Data Protection law. If you do this, it is called a Subject Access Request (SAR). You can get a (SAR) form at www.hse.ie/eng/gdpr Fill this form in and send or give it to your Stop Smoking nurse or advisor. You can also write a letter asking for your records.

## Your rights

You have certain legal rights over your data and how we process it. These include the right to:

- access to your personal information;
- ask us to correct inaccurate information or update incomplete information;
- ask us to restrict how we process your information in certain circumstances;
- ask that we delete personal information excluding medical records;
- be given the personal information you gave to us in a portable format, such as online or electronic storage;
- object to having your personal information processed in certain circumstances

You also have the right to complain to the data protection commissioner if you feel your rights are not being respected.

## If you have questions about how your data is stored

Ask your Stop Smoking nurse or advisor. They may not have an answer for you straightaway but will get back to you as soon as they can.

## Further Information

More detailed information on QuitManager and GDPR can be found on https://www.hse.ie/quitmanager