**Instruction Sheet 3:**

You have now completed Section A, Section B, Section C and Section D of the ethics application form.

You are now ready to RETURN to Section E.

Before doing this, please take a moment to review your previous response to Question E2.2. This was the most important question in Section E. Take a sheet of paper and write down the name of the organisation which you previously named as the data controller for this research study. If the organisation which you named as the data controller is Beaumont Hospital, please note that Beaumont Hospital (in most cases) uses article 6 (e), public interest, as a legal basis for processing, and article 9 (j) scientific research purposes as a condition for processing special category data. **To repeat, if you have named Beaumont Hospital as the organisation which is the data controller for this research study, the article 6 legal basis which Beaumont Hospital usually relies upon is article 6 (e), public interest; the article 9 condition which Beaumont Hospital uses for processing special category data is article 9 (j).**

Please now OPEN the Data Protection Impact Assessment Form.

Please go to Question 3.1. On the right hand side, see the columns which relate to the legal basis from Article 6 of GDPR. If you have named Beaumont Hospital as the data controller, please tick “6 (e)”

Please now go to Question 3.2 in the Data Protection Impact Assessment Form. Please scroll down until you see reference to the article 9 legal basis under GDPR. Please tick “(j)”, scientific research purposes.

If you have named another organisation as the data controller for this research study, you will need to obtain advice and input as to the appropriate legal basis under Article 6 for processing, and the appropriate article 9 condition for processing special category data.

You should be aware that you will be required to inform participants in the Information Leaflet of the identity and contact details of the data controller organisation.

Please now PAUSE and write down the contact details for the data controller organisation. If you have named Beaumont Hospital as the data controller, please write down the telephone number of the Beaumont Hospital Principal Investigator.

You will also be required to inform participants of the identity and contact details of the data protection officer for the data controller organisation.

Please now PAUSE and write down the name and contact details of the data protection officer. If you have named Beaumont Hospital as the data controller, these details are:

Ms. Orla Carty

Data Protection Officer

Beaumont Hospital

Dublin 9

Telephone 01 -809-2162 or 01-809-3392

Email: [dpo@beaumont.ie](mailto:dpo@beaumont.ie)

Finally, please be aware that you will also be required to inform participants in the Participant Information Leaflet of the article 6 legal basis and article 9 condition that the data controller organisation is relying on to process the data of participants in this research study.

At this point, It is recommended that you also write down the article 6 legal basis and article 9 condition.

Please retain the sheet of paper to refer to when you are drafting the Participant Information Leaflet for this research study.