

We also have an easy-to-read version of this guide with pictures. You can ask for it at the email address or phone number below.

If you have any questions or suggestions about the NDTRS, you can contact us at [ndtrs@hrb.ie](mailto:ndtrs@hrb.ie) or call us on 01 234 5000

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## A guide to the National Drug Treatment Reporting System (NDTRS)

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## 12.

### Contact details

If you want more information about how your personal information is used or if you are unhappy with the way your personal information has been handled, you should contact your local service provider **or**:

- the HSE's Data Protection Officer at [dpo@hse.ie](mailto:dpo@hse.ie) **or**
- the HRB's Data Protection Officer at [dpo@hrb.ie](mailto:dpo@hrb.ie)

You also have the right to complain to the Data Protection Commissioner at:

t: +353 (0)761 104 800

e: [dpo@dataprotection.ie](mailto:dpo@dataprotection.ie)

w: [www.dataprotection.ie](http://www.dataprotection.ie)

**If you have any questions or suggestions about NDTRS, you can contact the HRB NDTRS Team at [ndtrs@hrb.ie](mailto:ndtrs@hrb.ie)**

## 10.

### Subject Access Request

Under the General Data Protection Regulation (GDPR), it is your right to request a copy of any personal data held on you. You can make the request in writing, or fill in a form called a **Subject Access Request Form**.

You can contact your service provider to request a copy of your personal data.

If you receive treatment from the HSE you may contact your local HSE office. You can also use the HSE's online form: <https://www.hse.ie/eng/gdpr/sarsform.pdf>. Send the completed Subject Access Request Form or a letter to your local service provider where you think your records are held. You can find more information about the HSE Subject Access Request process at: <https://www.hse.ie/eng/gdpr/>

All subject access requests will be dealt with within one month.

## 11.

### Do I have to pay to see my information?

No, you do not have to pay to see your information, or to ask for changes to be made.

## About this guide

This guide tells you how, and why, the Health Research Board (HRB) and service providers gather and store information about the addiction treatment services you use and need.

This guide answers some of the questions you may have about:

- what the reporting system that collects your information does
- how the reporting system works
- what the information on the reporting system is used for
- how your information is stored and protected
- your rights, including your right to see your information, and your right to complain.

The National Drug Treatment Reporting System (NDTRS) is a national database that records information about addiction treatment services. NDTRS is managed by the HRB. For General Data Protection Regulation (GDPR) purposes, the service providers/HSE and HRB decide why and how personal data is processed.

## 1.

### What is NDTRS?

The National Drug Treatment Reporting System (NDTRS) is a national database which records information about people who use and need treatment for:

- their alcohol or drug problems
- other problems for example gambling or gaming

The database also collects information about concerned persons - people who need treatment because they are affected by the drug use of someone close to them for example a partner or children.

## 2.

### What is NDTRS used for?

NDTRS is used to:

- help plan, develop, and organise addiction services
- tell other health professionals about the number and types of services that people with addictions need
- show why funding is needed for addiction services
- enable the HRB to carry out research using data without using names and addresses and which will **not** identify you in any way

**What is treatment?** Treatment is any activity that aims to improve somebody's physical or mental health

## 8.

### How long will my information be kept on NDTRS?

Your information will be kept on NDTRS for as long as you use your addiction treatment service. After that, your information will be kept for **eight years** then deleted in line with the HSE data retention policy (retention means keep).

The HRB will keep data which does not contain your name or address in a separate file to help with research and planning and to see changes over time.

## 9.

### Do I have a right to my information?

Yes, you have many rights. You have the right to:

- get a copy of the personal data held about you
- ask to correct any inaccurate personal information or update any incomplete information
- object to how your personal information is used
- ask to get your personal information in a format that you can access and read
- ask to restrict the way information about you is processed in certain circumstances

## 6.

### Who sees my personal information?

Staff from your service provider(s) and HRB staff with special permissions can see your personal information.

Your personal information is **not** shared with any other Government body **unless** there is a legal reason to do so.

## 7.

### How is my information on NDTRS protected?

By law, your information must be protected to make sure it is not lost or misused. This means only people who have been given password-protected access can see your information. Checks are carried out to make sure that your information is secure.

Only people that are approved can use this information, and they must fill in a form saying why they need it before they can see it.

NDTRS information provided to researchers does not include your name or address or any other details if they can identify you.

## 3.

### How does NDTRS work?

The NDTRS system works by first collecting information and then storing this information.

#### Step 1 – Collecting information

- Your service provider will ask you (or your parent or guardian) questions about your alcohol, drug or other problem
- They will record this information on the NDTRS database (See Point 4 on the next page for examples of the information stored on NDTRS)

The HRB legally<sup>1</sup> collect this information to help plan and provide addiction services.

#### Step 2 – Storing your information

- Your information is stored in a secure database.

<sup>1</sup> Articles 6(1)(e) and 9(2)(j) of the General Data Protection Regulation (GDPR) and Section 54 of the Data Protection Act 2018.

## 4.

### What information is collected on NDTRS?

#### Personal details

Your name and address is only kept by your service. Otherwise we collect:

- your service user or client number
- your date of birth
- your gender and sexual orientation as you describe them
- your ethnic group/background and the language you speak at home
- your employment status
- the type of accommodation you live in and who you live with

#### Details about your problem

- if you have a problem with alcohol, drugs or both
- what drugs you have used and what you are using now
- if you were treated before for problems with alcohol, drugs or both
- if you have ever injected drugs
- if you have been tested for hepatitis or HIV
- if you have another problem for example gambling
- if you are a concerned person

#### Details about the treatment you receive, for example counselling, group therapy, detox or complementary therapy

- the number of sessions you took part in
- completed treatment (if completed or not)
- date you left treatment

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## 5.

### What is my information used for?

Your information is used to:

- look at the services that people with addictions use
- understand what services may be needed
- see which services are needed the most
- support the planning of services
- do research to improve addiction services and supports

The HRB will publish reports using statistical information from NDTRS. Statistical information is number-related information, for example, the number of people who use your service. The reports will not include your name or address or identify you in any way.

This also applies to any research carried out using NDTRS data, which also will **not** identify you in any way.

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