

DATA PROTECTION ACT 1988 & 2003

The Data Protection Act allows you to find out what information is held about you in the hospital on computer and on certain manual records.

If you wish to make a request under the Data Protection Act 2014 please write or email your request to:-

**Data Protection Office
Coombe Women & Infants University Hospital,
Cork Street,
Dublin 8.**

Telephone: 353 1 408 5489 / 353 1 408 5681

Please state in your letter:-

- Your name, DOB and Address (current and previous)
- That you are making the request under the Data Protection Act.
- As much detail as possible about the records you are looking for.
- A mobile number if possible in case we need to contact you about your request.

Please include a photocopy of a form of photographic identification for yourself i.e. passport or driver's license.

There is a processing fee of EUR6.35, please include this with your request. You may pay by cheque or postal order made payable to The Coombe Women & Infants University Hospital. Or you may pay by card over the phone by contacting our accounts department on 01 408 5606.

We will acknowledge receipt of your letter within two weeks of receiving it and in most cases, you will have a decision on the request within 40 working days of us receiving the request.

More information on the Data Protection Act is available on the Data Protection Commissioner's website at www.dataprotection.ie

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Telephone	+353 57 868 4800
Fax	+353 57 868 4757
E-mail	info@dataprotection.ie
Address	Canal House Station Road Portarlinton Co. Laois