

FREEDOM OF INFORMATION ACT 2014

Under the Freedom of Information (FOI) Act 2014 every person has the following legal rights:

- The right to access their own personal information held by the hospital
- The right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading
- The right to access official records held by the hospital
- The right to be given reasons for decisions taken by the hospital that affect them

How to make a request for access to records under the Freedom of Information Act.

If you wish to make a request under the Freedom of Information Act 2014 please write or email your request to:-

**Freedom of Information Office,
Coombe Women & Infants University Hospital,
Cork Street,
Dublin 8.**

Telephone: 353 1 408 5489 / 353 1 408 5681

Please state in your letter:-

- Hospital number / Chart number (if you have it)
- Your name, DOB and Address (current and previous)
- That you are making the request under the Freedom of Information Act 2014.
- 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.

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 four weeks of us receiving the request.

More information on the FOI Act 2014 is available from the following sources:-

The Information Commissioner Office
18 Lower Leeson Street
Dublin 2.
Tel: 353 1 6395689
LoCall: 1890 253238
Email: info@oic.gov.ie

The Department of Public Expenditure and Reform
Central Policy Unit, Floor 3,
7-9 Merrion Row, Dublin 2.
Tel: 353 1 631 8258
Email: cpu@per.gov.ie

More comprehensive information about the FOI Act 2014 is available at www.foi.gov.ie