

Is there a charge for accessing information?		
Types of charges	FOI Act (Personal records only)*	DP
Application fee	none	none
Photocopying fee**	**	none
CD Rom	€10	€10

**Photocopying charges will only be levied at 4 cent per page where there are a large number of copies requested.

CONTACT DETAILS

Office of the Information Commissioner
 6 Earlsfort Terrace, Dublin 2
 D02 W773
 Tel +353 (01) 6395689
 Website www.oic.ie
 Email: info@oic.ie

CONTACT DETAILS

Data Protection Commissioner
 Canal House,
 Station Road,
 Portarlinton,
 Co. Laois.
 R32 AP23
 Tel +353 (0761) 104800
 LoCall 1890252231
 Website www.dataprotection.ie
 Email: info@dataprotection.ie

CONTACT DETAILS

South Infirmery-Victoria University Hospital
 Freedom of Information Office
 Old Blackrock Road,
 Cork.
 T12 X23H
 Tel +353 (021) 4926100
 Website www.sivuh.ie
 Email: foi.officer@sivuh.ie



**SOUTH INFIRMERY-
 VICTORIA UNIVERSITY
 HOSPITAL**

**HOW TO OBTAIN YOUR
 PERSONAL HEALTH
 INFORMATION**

**Freedom of Information Act
 2014**

Data Protection Act 2018

FREEDOM OF INFORMATION ACT 2014

- Access to both personal and non-personal records
- To have personal records amended where the information is incomplete, incorrect or misleading
- The right to seek reasons for decisions that affect him / her.

These rights to extend to your own personal records, and in specific circumstances, to those of your children and deceased relatives. There are exemptions provided for in the Act, this means that there are specific circumstances when the requested information will not be released, e.g. to protect confidentiality. If any of these exemptions are used to withhold information, the reasons will be clearly explained to you.

How to make an FOI Request:

You must apply in writing stating that you are making a Freedom of Information request. You must provide sufficient information in order for the requested records to be identified e.g. your date of birth, current previous addresses and approximate dates of attendance. You must specify the records required and the manner in which access is sought e.g. obtain photocopies, inspect the originals.

Entitlements under FOI Act:

- Receipt of your request must be acknowledged by the organisation within 10 working days
- A response will, in normal circumstances, be issued within 20 working days.

- All decisions must be clearly explained, setting out the sections of the Act used in reaching these decisions.
- Details of your entitlements of review and Appeal will be included in the decision

DATA PROTECTION ACT 2018

The Data Protection Act 2018 provide similar rights of access as the FOI Acts, the main difference being that the Data Protection Acts do not apply to records of deceased persons. There are exemptions provided for in the Act, this means that there are specific circumstances when the requested information will not be released. If any of these exemptions are used to withhold information, the reason will be clearly explained to you.

How to make a Data Protection request:

You must apply in writing and simply refer to the Data Protection Act. You must provide sufficient information in order for the requested records to be located e.g. your date of birth, current and previous addresses, and approximate dates of attendance. You must specify the records required and the manner in which access is sought e.g. obtain photocopies.

When to use the Data Protection Act:

You may use the Data Protection Act to Access personal information held by public bodies. The Data Protection Act apply to all holders of personal information, not just public bodies. The Data Protection Act apply only to your own personal information (or in certain circumstances that of your child).

Entitlements under the Data Protection Act.

- A decision will, in normal circumstances be issued within 30 days of receipt of your request
- Details of your entitlement to complain to the Data Protection Commissioner will be included in the decision letter.