

**REQUEST FOR AMENDMENT
OF PERSONAL INFORMATION UNDER
THE FREEDOM OF INFORMATION (F.O.I.) ACT 2014**

- ❖ Please read the attached Information Sheet for Applicants before you fill in this form
- ❖ Please use BLOCK letters

Details of Applicant

Surname (Family Name)

Given Names	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Other
	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	_____

Postal Address	Postcode
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Telephone Number/s (business hours)	Office Use Only Identity Verified _____
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Details of Request

<p>In accordance with Section 9 of the Freedom of Information Act, I seek amendment of my personal records held by you.</p> <p>I claim that the record/s described below contain/s information relating to my personal affairs that is:</p> <p style="text-align: center;"><input type="checkbox"/> incomplete <input type="checkbox"/> incorrect <input type="checkbox"/> misleading</p> <p><i>(please tick as appropriate)</i></p> <p>The record/s containing the information is/are: _____</p> <p>_____</p> <p>_____</p> <p>The information which I believe is incomplete, incorrect or misleading is as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The information which I want to appear on the record/s is as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p>

The reason why I claim the information is incomplete, incorrect or misleading are:

Attach any documentation, which would support your claim and indicate which documents should be returned to you.

If there is insufficient space to answer any of the questions on this form please attach separate pages.

PLEASE SIGN HERE _____
Your Signature

/ /
Date

PLEASE RETURN TO:

Freedom of Information Officer,
South Infirmary - Victoria Hospital,
Old Blackrock Road,
Cork.

Telephone No. (021) 4926100

INFORMATION LEAFLET

Request for Amendment of Personal Information under the Freedom of Information Act 2014

Information to Applicants:

- **Can you appeal to have personal records amended?**

The Freedom of Information (F.O.I.) Act gives you the right to ask to have anything on a record about you held by the Hospital changed, if you believe it is:

- Incorrect
- Incomplete
- Misleading

- **How do you do this?**

You must state in writing what you believe is incorrect, incomplete or misleading, and what you want changed. You should also provide any information which will support the changes you want. You should complete the form (Application for Amendment of Personal Information) to ask for the changes you want and send it to the F.O.I. Office, South Infirmary - Victoria Hospital, Old Blackrock Road, Cork.

- **Proof of Identity**

If you wish to view your amended record you will need to provide proof of your identity. This can be done by providing documents such as: passport, bus pass, driver's licence, etc.

- **How long do you have to wait?**

The South Infirmary - Victoria Hospital must reply to you within 4 weeks of receiving this form. You will be advised of the changes which have been made, OR, if your request has been declined, you will receive a full explanation.

- **Can you appeal against the decision?**

If you are not satisfied with the decision on your request, you may ask for an "internal review". A Senior Officer to the Decision Maker who made the original decision, will review your application. You will be told the result of this review within 3 weeks. There is no charge for an internal review or for an amendment to your personal records. If you are still dissatisfied, you may appeal the matter to the Office of the Information Commissioner, 6 Earlsfort Terrace, Dublin 2.

