**Connolly Hospital Blanchardstown**

**Request for access to records under the Freedom of Information Act 2014**

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| What records are you requesting? Where able, please provide relevant dates. |
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| Fill in the following details (BLOCK CAPITALS)  Requesters (next of kin if not the requester) |
| Surname: First name: |
| Address: |
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| Telephone: Mobile: |
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| Your relationship with the person: |
| 1. Spouse (B) Parent (C) Child (D) Other (E) Other please state: |

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| Personal information of the person who’s records are requested |
| Surname: First name: |
| Address: |
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| Date of birth: |

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| How would you like to review the records |
| 1. To receive photocopies (B) To inspect the original records |

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| Please attach one of the following as proof of identification of the requester: |
| (A) Copy of current passport (B) Copy of current drivers licence |

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| If requesting records as a next of kin please provide one of the following as proof of relationship.  When the request is for a deceased persons information a Death Certificate is required along with one of the below. | |
| (A) Parent / Child Birth certificate | (B) Spouse / Former spouse marriage certificate |
| (C) Next of kin (affidavit by solicitor or peace commissioner) | (D) Partner / former Partner |

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| If you are requesting records of a deceased individual please state why you require these records: |
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| Please tick the box of the exact records you require. | | | |
| Bloods |  | Nursing notes |  |
| Consultant letters |  | Progress notes |  |
| Discharge |  | X-ray images |  |
| Emergency Department notes |  | X-ray reports |  |
| Medical reports |  |  |  |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you require any help in completing this form please call 01-6465696. Please return this form to FOI & Data Protection Office, 1st Floor, Administration Building, Connolly Hospital, Blanchardstown, Dublin 15 or email it to [datagovernance.chb@hse.ie](mailto:datagovernance.chb@hse.ie)

Please note that under the FOI Act, your request will be acknowledged within ten (10) working days and you should receive a decision in respect of your request within twenty (20) working days. The timeframe will only commence once a valid request has been received and that includes an up to date valid photographic ID. Should there be a delay in processing your request, the FOI & Data Protection Office will inform you of same in advance of your decision being due.