

Freedom of Information Act

Purpose of FOI Act:

- ◆ Under the FOI Act a client is entitled to apply for access to information not otherwise publicly available.
- ◆ A client has a right to access records held by the Clinic.

Information Requested:

- ◆ Client's own personal information – A client has strong rights of access under the FOI Act.
- ◆ The majority of requests come from adults who attended the Clinic as children or parents requesting their child's record.

How to apply for records:

- ◆ At age 18 a client can request a copy of their records by:
 - ✓ Writing to the Medical Records Dept, Lucena Clinic, 59 Orwell Road, Rathgar, Dublin 6.
 - ✓ Stating their Date of Birth
 - ✓ The address they were living at when they attended the Clinic, their current address.
 - ✓ Form of photo I.D. (ie, copy of passport / driving licence)
 - ✓ Contact telephone number

Once the request is received in writing, a client can expect to receive a copy of their records within four weeks. All 3rd party information is removed unless written consent to release same is obtained.

Restrictions to Access:

- ◆ The right of access to medical records under the above Freedom of Information Act may be restricted in some circumstances, where the health and mental well being of the individual might be affected by obtaining access to the data.
- ◆ In such circumstances, it is the policy of the Clinic for records to be released to a nominated health professional, such as a General Practitioner, Psychiatrist, Clinical Psychologist or Social Worker, of your choice.