

Data Access Request Form

Use this form if you have received a letter from us about the HSE cyber-attack and you want to request copies of your information that was illegally accessed and copied.

The quickest way to request copies of your information is through our online portal: childrenshealthireland.ie/dataprotection. However, you can also use this form. If you use this form your information will be sent to you by registered post to the address on our records.

If you have not received a letter from us notifying you that your data was illegally accessed and copied in the HSE cyber-attack then please do not complete this form. Kindly complete this form in BLOCK LETTERS.

How we will use the information you provide in this form:

We will use the information in this form to match with the records on our system. Once we have confirmed your information, we will proceed with your request for copies of your information. For more information on how we process your data see our privacy policy – <https://childrenshealthireland.ie/privacy/>.

What you need to do:

- 1) Complete this form
- 2) Attach a photocopy of your government-issued photo ID, such as passport, driving licence or public services card – photocopy both sides of your driver licence or public services card
- 3) Post this completed form with a copy of your ID to: **CHI, PO Box 13571, Dublin 8, Ireland**

XXXX

The last 4 digits of your letter PIN (This is the 8-digit code at the top of your letter)

Full Name (of the impacted individual)

Date of Birth

Parent/Guardian Name (If applicable)

Any Previous Names

Current Address

Previous Addresses (if applicable)

Primary phone number | Other phone number

Email address

Please tick below boxes to confirm:

I confirm that the information I have provided is correct.

I agree to be contacted by the CHI via the contact details provided.

I have attached a photocopy of my government-issued photo ID for the purpose of ID verification.

Signature

Date

For Employee Use Only

Received By:

Name

Date