


Easy to Read
 Access to Personal Records Policy
How to ask for your personal information
 Sunbeam House Services

Asking for your personal information




Policy Name	Department No.	Policy No.	Version No.	Full Policy No.	Policy Owner	Effective Date	Review Date	Page	CEO Approval
Easy to Read Access to Personal Records Policy	008	189	1.0	008.189.1.0	Freedom of Information & Data Protection Officer	04 October 2022	04 October 2025	Page 1 of 6	 4 October 2022



Step 1: Get support if you need it.

You can get support from:

- Your support worker
- Your Family
- A Legal person
- An Advocate


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Step 2: How to ask for your personal information

You can email

DPO@sunbeam.ie or FOI@sunbeam.ie

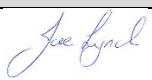
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You can write to the Sunbeam House
Data Protection Officer (DPO) or
Freedom of Information (FOI) Officer



Step 3: Getting the personal information

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When your request has been granted, help will be provided to get you the information.

You can get the information:

- By email
- Printed Copies
- Or in person to view the information



If you are not happy


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If you are not happy with the DPO for FOI service, you can make a complaint OR have someone help you make a complaint.



We keep your data safe and do not share it with people who should not have it.



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