**Irish Human Rights & Equality Commission**

**Freedom of Information Request Guide**

You may use this guide and attached request form to apply under the FOI Act 2014 for records held by the Irish Human Rights and Equality Commission.

## **What is Freedom of Information?**

The new Freedom of Information (FOI) Act came into effect on 14 October 2014, granting members of the public the following statutory rights:

* the right to access records held by all public bodies covered by the Act
* the right to have personal information in a record amended where such information is incomplete, incorrect or misleading
* the right to receive reasons for decisions taken by public bodies affecting the person

The FOI Act distinguishes between personal and non-personal information. Personal information can be accessed regardless of when it was created if it is still in existence. Non-personal information can only be accessed if it has been created after the 21st April 1998 (commencement date of the FOI Act).

## **Procedure for Accessing Records**

To access a record you must complete the attached FOI Request Form and send to the FOI Officer at foi@ihrec.ie or by post at 16–22 Green St, Dublin 7. Please provide as much detail as possible in describing the records requested.

If you are seeking personal records, you should include a copy/scan of your passport or driver’s licence. Should you need assistance in making your request, please contact foi@ihrec.ie.

## **Processing of FOI Requests**

You will receive an acknowledgement of your application within 10 working days. A decision on your application will normally be made within 20 working days. You will be notified of any extension to processing time along with reasoning for the extension. If your request is refused, you will be given reasons for the refusal.

## **Internal Review**

If you are not satisfied with the decision regarding your FOI request, you may ask the Department for an internal review of that decision. A more senior officer will review your application. You will be told the result of the internal review within 15 working days. If you are unhappy with the outcome of the internal review, an appeal may be made in writing directly to the Information Commissioner at the following address: Office of the Information Commissioner, 18 Lower Lesson Street, Dublin 2.

## **Fees**

Fees may be charged for the cost of photocopying in the case of personal information. Charges may also apply in respect of the search and retrieval of other information.

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**Freedom of Information Request Form**

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| **Section A | Contact Details** |
| Name: | Click here to enter text. |
| Postal Address: | Click here to enter text. |
| Phone No: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| **Section B | Freedom of Information Request Details** |
| Description of Records Requested under the Freedom of Information Act 2014: | Click here to enter text. |
| Type of Records Requested (tick as appropriate): | [ ]  Personal [ ]  Non-Personal[ ]  Mixed | Preferred Format of Receipt: | [ ]  Email [ ]  Post[ ]  In Person |

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| **Section C | Signature** |
| Signature: | Click here to enter text. |
| Date: | Click here to enter text. |