



**Dublin West Education Centre**

Ionad Oideachais Bhaile Átha Cliath Thiar

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Old Blessington Road, Tallaght, Dublin 24

# **Freedom of Information Act Sections 15 & 16 Reference Book**

## **A Guide to the Functions, Records, Rules and Practices of the Dublin West Education Centre**

**May 2006**

## **Preface**

### **Background**

This Dublin West Education Centre FOI Sections 15 and 16 Reference Book – A Guide to the Functions, Records, Rules and Practices of the Dublin West Education Centre, May 2006, is compiled in accordance with the Freedom of Information Acts 1997, as amended by the Freedom of Information Act 2003. All references in this manual to the Freedom of Information Act or Acts refer to the 1997 Act as amended by the 2003 Act.

The Freedom of Information Acts 1997 and 2003 assert the right of members of the public to obtain access to official information to the greatest possible extent consistent with the public interest and the right of privacy of individuals.

The main objective of the Acts is to develop and foster a culture of openness, transparency and accountability in public bodies. The Acts are designed to allow access to information held by public bodies, which is **NOT** routinely available through other sources. Access to information under the Acts is subject to certain exemptions and involves specific procedures and time limits.

The Freedom of Information (FOI) Acts, 1997 and 2003, establish three new statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading; and
- a legal right to obtain reasons for decisions affecting oneself.

#### **The following records come within the scope of the Acts: -**

- All records relating to personal information held by the Dublin West Education Centre irrespective of when created
- All other records created from commencement date – 21<sup>st</sup> April 1998
- Any other records necessary to the understanding of a current record.
- Personnel records created from 21<sup>st</sup> April, 1995, as well as those created prior to that date where they are being used or proposed to be used in a way that adversely affects or may affect the person involved.

#### **The following information is not covered by the Acts: -**

- Information that has already been published and is available from the Centre
- Non-personal information created before commencement date – 21<sup>st</sup> April 1998
- Personal information relating to anyone other than the person requesting the information (there are some exceptions)
- Sensitive information excluded by the Minister under the terms of the Act.

## **Purpose of Reference Book**

This reference book has been prepared and published in accordance with the requirements of Sections 15 and 16 of the FOI Acts.

In accordance with **Section 15** of the Act, the purpose of this reference book is to facilitate access to official information held by the Dublin West Education Centre, by outlining the structure and functions of this organisation, details of the services we provide and how they may be availed of, information on the classes of records we hold, and information on how to make a request to the Department under the Freedom of Information Acts, 1997 and 2003.

**Section 16** of the FOI Act requires us to publish information regarding:

- the rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept, for the purposes of decisions under any enactment or scheme administered by us ‘with respect to rights, privileges, benefits, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme’ together with
- ‘appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.’

## **How to use this Reference Book**

This book is divided into a number of parts.

### **Part 1**

**Part 1** of the Book - **Access to Information** - explains how to access information from us under the FOI Act and any fees that may arise.

### **Part 2**

**Part 2** of the Book - **Our Role and Structure** - outlines the role of the Dublin West Education Centre and its organisational structure. It gives a breakdown of our internal structure and organisation. Information is provided under the following headings:

- **Role** – outlines the main work we do.
- **Structure** – gives details of our personnel structure.
- **Work we do** – provides a synopsis of our main activities and services.
- **Classes of records held** – details of the records held
- **Contact points**– how to contact us for assistance.
- **Rules and Practices** – this information is provided in accordance with Section 16 of the FOI Act as amended. Where the Centre provides any scheme impacting on the public within the meaning of Section 16 of the Act, as outlined under the heading Purpose of Reference Book earlier, then the rules and practices that the Centre uses in delivery of this scheme are outlined or referenced under the Rules and Practices heading.

## **Appendices**

- **Appendix 1 – FOI Application Forms** to request access to records under the Act from the Dublin West Education Centre

### **Availability of this Book**

Copies of this publication are available free of charge from:

Freedom of Information Officer,

Dublin West Education Centre,

Old Blessington Road,

Tallaght,

Dublin 24.

Tel: 353-1-4528001

Fax: 353-1-4528010

Email: [foi@dwec.ie](mailto:foi@dwec.ie)

## **Part 1**

### **Routinely Available Information**

The Centre provides information on the local delivery of national in-service programmes, evening, weekend and summer elective courses for primary and post primary teachers, School Based Courses (Primary and Post primary) and local initiatives (Primary and Post primary) as a matter of course through its website, brochures, etc. This information may be obtained by contacting the Centre.

### **How to contact the Centre**

Dublin West Education Centre,  
Old Blessington Road,  
Tallaght,  
Dublin 24.

Tel: 353-1-452 8000

Fax: 353-1-452 8010

Email: [info@dwec.ie](mailto:info@dwec.ie)

Website: [www.dwec.ie](http://www.dwec.ie)

Office hours: 9.00am – 5.00pm, Monday to Friday

Holidays: The Centre may close for some periods during the school holidays

This manual is intended as a guide to assist members of the public to access information NOT routinely available through other sources.

### **Applications under the FOI Act**

Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- Access to records held by us not covered by one of the exemptions in the Act.
- Correction of personal information relating to oneself held by us where it is inaccurate, incomplete or misleading.
- Access to reasons for decisions made by us directly affecting oneself.

The following records come within the scope of the Act:

- All records relating to personal information held by us irrespective of when created.
- All other records created from commencement date of the Act i.e. 21st April 1998.
- Any other records necessary to the understanding of a current record.
- Personnel records of serving staff created from 21st April 1995 and those created prior to that date where they are being used or proposed to be used in a way which adversely affects or may affect the person involved.

We will normally be obliged to respond to a request within 4 weeks. A week is defined in the Act to mean 5 consecutive weekdays, excluding Saturdays, Sundays and public holidays.

Applications under the FOI Act should be addressed to:

Freedom of Information Officer,  
Dublin West Education Centre,  
Old Blessington Road,  
Tallaght,  
Dublin 24.  
Tel: 353-1-4528001  
Fax: 353-1-4528010  
Email: [foi@dwec.ie](mailto:foi@dwec.ie)

### **Compiling your Application**

- (i) Your application should be in writing and, if applicable, accompanied by the appropriate fee (see below). The relevant fee should be paid by bank draft, money order, postal order or cheque drawn on a bank in the Republic of Ireland, made payable to Dublin West Education Centre.

You may use the form entitled "Request for Information under the Freedom of Information Acts" which is widely available of the Centre's version of this form in Appendix 1. This form is also available to download from our website at [www.dwec.ie](http://www.dwec.ie).

If you are not using the above form then your application should indicate that the information is sought under the Freedom of Information Act.

- (ii) If you require a reply in a particular format i.e. photocopy, computer disk, etc. please mention this in your application.
- (iii) Please be as detailed and as specific as possible when compiling your application as this will assist us in dealing with it. It can also result in lesser charges being incurred on search and retrieval in cases where these fall to be paid. Where possible please try to indicate the time period for which you wish to access records e.g. records created between January 2006 and April 2006. If you have any difficulty in preparing your application our staff will be happy to assist you in this regard.
- (iv) You may be required to prove your identity, especially when seeking personal information, so you may, therefore, be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.
- (v) Contact details should be provided (including a daytime and/or mobile telephone number) to enable contact if it is necessary to clarify details of the request.

### **Assistance to persons with a disability**

We are available to provide assistance to persons with a disability to exercise their rights under the FOI Act (e.g. accepting oral requests from requesters who are unable to read, print and/or write due to their disability, enabling the requester to inspect or have records explained to him or her).

### **FOI Decision Making in the Dublin West Education Centre**

The Director of the Dublin West Education Centre makes FOI decisions. In the event that a request is turned down and an appeal is made against the decision then the Elected Officers of the Management Committee will conduct the internal review process. These are the Chairperson, Vice-Chairperson, Secretary and Treasurer of the Committee.

We acknowledge receipt of FOI applications not later than 2 weeks following their receipt and forward them to the FOI Decision Maker for decision. The Decision Maker proceeds to deal with the request, liaise with the requester as appropriate and make a decision on the matter.

### **Rights of review and appeal against the decisions of the Dublin West Education Centre**

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where a public body invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanisms are as follows:

#### **Internal Review**

You may seek internal review of the initial decision which will be carried out by an official at a higher level if:

- (a) you are dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or
- (b) you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be submitted in writing and, if applicable, accompanied by the appropriate fee, (see under Fees) to:

Freedom of Information Officer,  
Dublin West Education Centre,  
Old Blessington Road,  
Tallaght,  
Dublin 24.  
Tel: 353-1-4528001  
Fax: 353-1-4528010  
Email: [foi@dwec.ie](mailto:foi@dwec.ie)

The relevant fee should be paid by bank draft, money order, postal order or cheque drawn on a bank in the Republic of Ireland, made payable to the Dublin West Education Centre.

Such a request for internal review must be submitted within 4 weeks of the initial decision. We must complete the review within 3 weeks. Internal review must normally be completed before an appeal may be made to the Office of the Information Commissioner.

The following decisions may be addressed by internal review:

- Decision to refuse all or part of a request.
- Decision to defer access to records prepared solely for the Oireachtas
- Decision to grant access in a form other than that requested
- Decisions to delete certain exempt material from a record
- Decisions refusing the correction of personal information which the requester believes is incomplete, incorrect or misleading
- Decisions relating to the rights of a person to obtain reasons for decisions on acts of the public body affecting that person
- Decisions relating to the charging of a fee or deposit

#### **Decisions which Bypass Internal Review**

The following are decisions which are referred directly to the Information Commissioner without going through the process of internal review:

- Section 29 matters i.e. where the public body is required to consult with a third party.
- any initial decision made by a head of a public body
- deferral of access under section 11(1)(b) and (c)
- extension of time limit for deciding on a request (section 9)

#### **Procedures on Internal Review**

The review will:

- be undertaken at a higher level than that at which the original decision was taken
- be completed within 15 working days from receipt of the request for a review
- uphold, annul or vary the original decision

Following review, the Dublin West Education Centre will issue details in writing of its decision to the requester. The notice will include details of:

- date of decision
- if decision is to grant request – form or manner of access and any fees payable

- if access is refused, reasons for refusal unless the Dublin West Education Centre is entitled to refuse to confirm or deny existence of material (sections 19(5), 22(2), 23(3), 24(4), 26(4), 27(4), (28(5A))
- relevant material issues
- if access is deferred, reasons for deferral
- details of rights of appeal to Information Commissioner, High Court and Supreme Court

An application for internal review must be made within 20 working days of the initial decision. If no decision is made within 15 working days, non-reply is deemed to be a refusal and the applicant may proceed with an appeal to the Information Commissioner.

### **Review by the Information Commissioner**

Following completion of internal review, you may seek independent review of the decision from the Information Commissioner. Also if you have not received a reply to your application for internal review within 3 weeks, this is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing, and, if applicable, accompanied by the appropriate fee, (see under Fees below) may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner  
18 Lower Leeson Street  
Dublin 2

Phone: 353-1-639 5689  
Fax: 353-1-1-639 5676  
E-mail: [info@oic.ie](mailto:info@oic.ie)

Section 33 of the Act establishes the Office of Information Commissioner.

The Commissioner may review the following:

- decisions made on internal review under section 14
- initial decisions on requests made personally by a head of a public body
- decisions on charges
- decisions to extend the time for consideration of requests under section 9
- decisions to defer the provision of access to a record falling within section 20(2) or a matter of such public interest that the Minister first wishes to inform the Houses of the Oireachtas
- decisions to which the consultation procedures outlined in section 29 apply
- decisions to refuse a request for a record on the grounds that section 46 (restriction of Act) applies

The Commissioner may not review under section 34:

- initial decisions taken by a member of staff acting under a delegation (internal review must first be completed)
- a decision to refuse a request for a record that is the subject of a certificate of a Secretary General under section 20(1A)
- matters subject to a ministerial certificate under section 25 (review is instead undertaken by the Taoiseach and other Ministers)
- FOI decisions in respect of a record relating to the Office of the Information Commissioner, or where the Ombudsman is also the incumbent of that office, the Office of Ombudsman (section 42 provides a direct right of appeal to the courts in this case).

Decisions of the Information Commissioner are binding on the parties concerned (section 34(14)), subject to appeal to the High Court on a point of law under section 42. A decision of the High Court may be subsequently appealed to the Supreme Court.

### **Fees**

Regulations have been made by the Minister for Finance prescribing fees for the purposes of section 47(6A) of the Freedom of Information Act 1997. The FOI Act sets out charges for information requested and released under the FOI Act. Two types of charges apply: - (i) “up-front” fees that must accompany a request for a non-personal record under section 7 (or a subsequent application for review) and (ii) fees/deposits in relation to search and retrieval and reproduction costs of records released to a requester. Full details of all FOI charges are contained in CPU Notice 11, a copy of which is available on the FOI website at [www.foi.gov.ie](http://www.foi.gov.ie). A summary of FOI fees is set out below.

The following fees will apply to FOI requests under section 7 of the FOI Act (requests for access to records) and applications under section 14 (internal review) and 34 (review by Information Commissioner) received on or after **7 July 2003**:

### **Requests for records**

- A standard application fee of **€15** must accompany an FOI request under section 7 for a record or records containing non-personal information.
- A reduced fee of **€10** applies if the person making such a request is covered by a medical card.
- The following requests/applications are exempt:
  - (a) a request under section 7 for a record or records containing only personal information related to the requester.
  - (b) an application under section 17 (right of amendment of records relating to personal information).

- (c) an application under section 18 (right of person to information regarding acts of public bodies affecting the person).

### **Internal Review**

- A standard fee of **€75** must accompany an application for internal review under section 14.
- A reduced fee of **€25** applies if the person bringing the application is a medical card holder or a dependant of a medical card holder.
- The following internal review applications are exempt:
  - (a) an application in relation to a decision concerning records containing only personal information related to the applicant.
  - (b) an application in relation a decision under section 17 (right of amendment of records relating to personal information).
  - (c) an application in relation to a decision under section 18 (right of person to information regarding acts of public bodies affecting the person).
  - (d) an application in relation to a decision to charge a fee or deposit, or a fee or deposit of a particular amount.

### **Review by Information Commissioner**

- A standard fee of **€150** must accompany applications to the Information Commissioner for review of decisions made by public bodies under section 34.
- A reduced fee of **€50** applies if
  - (a) the person bringing the application is a medical card holder or a dependant of a medical card holder or
  - (b) the person is specified in section 29(2) i.e. a third party with the right to apply directly to the Information Commissioner where a public body decides to release their information on public interest grounds.
- The following applications to the Information Commissioner are exempt:
  - (a) an application concerning records containing only personal information related to the applicant.
  - (b) an application in relation a decision under section 17 (right of amendment of records relating to personal information)
  - (c) an application in relation to a decision under section 18 (right of person to information regarding acts of public bodies affecting the person).

- (d) an application in relation to a decision to charge a fee or deposit exceeding €25.00 under section 47 in respect of search and retrieval and photocopying of records (decisions in relation to the charging of fees or deposits for search and retrieval and/or photocopying of less than €25 are not subject to review by the Information Commissioner).
- (d) an application in relation to a decision to charge a fee under section 47(6A), or a fee of a particular amount under section 47(6A), on the grounds that the records concerned do not contain only personal information related to the requester or the requester is not a medical card holder or a dependant of a medical card holder.
- (e) an appeal of an internal review decision which is deemed to be refused because that decision was not made within the required time limits

Full details of all FOI charges are contained in CPU Notice 11, a copy of which is available on the FOI website at [www.foi.gov.ie](http://www.foi.gov.ie).

### **Search and Retrieval and photocopying fees**

Fees may also be charged for search and retrieval of records as follows:

- In respect of personal records, fees in respect of the cost of copying the records requested will apply.
- In respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and copying records, based on a standard hourly rate of €20.95. No charges shall apply in respect of the time spent by public bodies in considering requests.

A deposit may be payable where the total fee is likely to exceed €50.79. In these circumstances, we will, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

Charges may be waived in the following circumstances:

- where the cost of collecting and accounting for the fee would exceed the amount of the fee; or
- where the information would be of particular assistance to the understanding of an issue of national importance; or
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

Section 47 of the FOI Act sets out the rules for applying search and retrieval fees. Fees are currently set as follows in accordance with Statutory Instruments Nos. 264 of 2003, 139 of 1998 and 13 of 1997:

- €20.95 per hour - search and retrieval
- €0.04 per sheet for a photocopy
- €0.51 for a 3½ inch computer diskette
- €10.16 for a CD-ROM
- €6.35 for a Radiograph (X-Ray)

## **Part 2**

**Part 2** of the Book - the “**Our Role and Structure**” - outlines the role of the Dublin West Education Centre and its organisational structure. This part gives a breakdown of our internal structure and organisation. Information is provided under the following headings:

- **Role** - outlines the main work we do
- **Structure** - gives details of our personnel structure
- **Work we do** - provides a synopsis of our main activities
- **Classes of records held** - details of the records held
- **Contact points** - how to contact us for assistance
- **Rules & practices** - this information is provided in accordance with Section 16 of the FOI Act as amended. Where the Centre provides any scheme impacting on the public within the meaning of Section 16 of the Act, as outlined under the heading Purpose of Reference Book earlier, then the rules and practices that the Centre uses in delivery of this scheme are outlined or referenced under the Rules and Practices heading.

### **Confidentiality**

The Dublin West Education Centre undertakes to use its best endeavors to hold confidential any information provided to it in confidence, subject to its obligations under law, including the Freedom of Information Acts 1997 and 2003. Any person wishing that any of the information supplied to the Centre should not be disclosed because of its sensitivity, should when providing information, identify the same and specify the reasons for its sensitivity. The Centre will consult about this sensitive information before making a decision on any Freedom of Information request received.

### **Role of the Dublin West Education Centre**

Under the Education Act 1998 Education Centres are required to:

- Provide training, development and support for teachers and the wider school community, both in terms of meeting locally researched and identified teacher and school community needs and also through involvement in national in-service programmes
- Be involved, as a major strategic resource within education, in a range of national and other projects, programmes and initiatives as may be decided by the Minister, following consultation and in partnership with the Centres, for implementation in the education system from time to time
- Act as far as possible as a resource and meeting centre for the local education community and to actively promote its role.
- To plan for the development of expertise in key areas and to share such expertise throughout the Education Centre network and the educational system in general.
- Co-operate and engage with other Education Centres, full and part-time, so as to ensure that an effective network of Centres is established

- To develop expertise in key areas as agreed by the Centres in consultation and partnership with the DES and to share such throughout the Education Centre network and the education system in general
- To provide other services and supports as may be requested by the Minister

### **Structure of the Dublin West Education Centre**

The Centre is managed by a Management Committee whose role is to oversee the achievement of the Education Centre's Mission as approved by Members of the Education Centre and the Department of Education.

This involves:

- Determining the objectives and services that the centre needs to provide.
- Approval of policies, standards and strategies linked to the Centre's major functions.
- Monitoring, review or development of programmes and policies.
- Approval of the operating budgets.
- Ensuring internal human resources policies and procedures are in place.

Making decisions on major policy or operational issues brought to the attention of the Committee by the members, users, director or the DES.

The Director is responsible, subject to the authority of the Management Committee, for the organisation and management of the activities of the Centre. He is responsible for keeping the accounts of the Centre and for making regular reports to the Management Committee and for preparing a statement of accounts which must be duly audited and submitted to the AGM of the Centre and to the Department of Education. The Director is required to perform any duties which may be assigned to her from time to time by the Management Committee as appropriate to the position.

### **Services Provided by the Dublin West Education Centre**

- Hosting of the PCSP & SMPP national programmes
- Local delivery of national programmes of in-service
- Delivery of evening, weekend, summer and autumn elective courses for primary and post primary teachers
- Courses for parents that relate to the education of their children
- Courses for members of Boards of Management of primary and post primary schools
- School Based Courses (Primary and Post primary)
- Local Initiatives (Primary and Post primary)
- Support for Teacher Professional Communities and Teacher Professional Networks
- Courses developed and organised by the ICT Department of the Centre
- Provision of an ICT Advisory Service for schools
- Provision of ICT Support Group services
- Provision of ICT hardware resources for hire
- Venue hire

Other services:

- Library
- Software: A wide range of software is available for teachers to view and evaluate
- Photocopying, laminating and binding services are available
- Rooms are available for school planning days and other events for members of school staff.

### **Records held and arrangements for enabling public access to records**

Dublin West Education Centre holds the following categories of records:

1. Records in relation to meetings of its Management Committee and sub-committee
2. Records in relation to staff meetings
3. Records relating to the administration of the Primary Curriculum Support Programme and the Substance Misuse Prevention Programme
4. Internal administrative files
5. Records in relation to ICT activities and ICT Advisor Reports
6. Financial records of all Education Centre activities including audited annual accounts
7. Procurement information
8. Personnel details
9. Records and contact details of primary and post-primary schools in its catchment area
10. Records in relation to local, summer and ICT courses including attendance records, evaluation forms, etc.

### **Contact points**

Applications under the FOI Act should be addressed to:

Freedom of Information Officer,  
Dublin West Education Centre,  
Old Blessington Road,  
Tallaght,  
Dublin 24.  
Tel: 353-1-4528001  
Fax: 353-1-4528010  
Email: [foi@dwec.ie](mailto:foi@dwec.ie)

### **Rules and Practices**

Section 16 of The Freedom of Information Act requires the Centre publish its rules, procedures, practices, guidelines and interpretations. The availability of this information is complementary to the public's general right of access. The objectives of this provision may be broadly summarised as:

- To assist the public in understanding more fully their rights and entitlements in relation to the Centre's activities

- To enhance public confidence in decision making
- To enable the quality and accuracy of the public body's interpretation and application of statutory provisions to be assessed

### **General Operations**

The Centre is required to fulfil its role under the Education Act 1998

### **Financial and Procurement Procedures**

The financial and accounting rules and procedures of the Centre are in accordance with relevant legislation and with circulars and guidelines issued by the Department of Finance and the Department of Education and Science where applicable.

These include in summary:

- Education Centre Draft Financial Guidelines, August 2005
- Prompt payments of Accounts Act, 1997
- Comptroller and Auditor General (Amendment) Act, 1993
- Procedures for public procurements established by the Department of Finance

### **Human Resources**

Kildare Education Centre abides by all government legislation pertaining to personnel administration, including, in brief, the following:

- Employment Legislation (various)
- Payment of Wages Act, 1991
- Organisation of Working Time Act, 1997
- Legislation pertaining to maternity, paternity and adoptive leave, and holiday entitlements
- And all other relevant legislation
- Relevant Department of Education and Science guidelines and circulars

### **Health and Safety**

The Centre works towards full compliance with legislation ensuring the health and safety of its staff and clients under

- Safety, Health and Welfare at Work Act, 2005 and any subsequent amendments
- The Centre Health & Safety Statement

### **Information Technology**

Policies regarding staff and student usage of the Centre's computer network are stated in the Centre's Acceptable Use Policy.

## Appendix 1

### FREEDOM OF INFORMATION

Dublin West Education Centre

#### ACCESS TO RECORDS APPLICATION FORM

Request for Access to Records under the Freedom of Information Acts 1997 & 2003

Please read the attached "Information for Applicants" before you fill in this form.

Please use **BLOCK** letters

#### Details of Applicant

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Mr/Ms/Mrs/Miss/Other \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

If you are making the request on behalf of an Organisation/Company, please state:

Name of Organisation/Company \_\_\_\_\_

Position you hold within the  
Organisation/Company \_\_\_\_\_

#### Form of Access

My preferred form of access is (please tick as appropriate):

To receive copies of the records by post \_\_\_\_\_

To view originals \_\_\_\_\_

To inspect records \_\_\_\_\_

Other - Please specify \_\_\_\_\_

**Details of Request**

In accordance with Section 7 of the Freedom of Information Act, I request access to records which are (please tick as appropriate):

Personal \_\_\_\_\_  
Non-personal \_\_\_\_\_

Describe the records as precisely as you can in the space provided below. If the request is for personal information, please state as accurately as you can the date the record was created and your exact name and address at the time the record was created. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Information**

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

**PLEASE SIGN HERE** \_\_\_\_\_    /   /     
**Your Signature** **Date**

Completed form, together with appropriate identification (if requesting personal information) and standard application fee of €15 (if requesting non personal information) should be posted to:

**Freedom of Information Officer, Dublin West Education Centre, Old Blessington Road, Tallaght, Dublin 24.**

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**Office Use Only**

Date request received: \_\_\_\_\_  
Dealt with by: \_\_\_\_\_  
Identity verified: \_\_\_\_\_  
Application fee received: \_\_\_\_\_

## DUBLIN WEST EDUCATION CENTRE

### REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACTS, 1997 & 2003

#### INFORMATION FOR APPLICANTS

Use this form to apply for access to records held by Dublin West Education Centre

#### **Can you apply for Access to Records?**

The Freedom of Information Act gives you the right to access records held by the Centre. You do not have to give a reason as to why you want to see any records. The Centre must give you an explanation if you are not given what you ask for. A decision on your application must normally be made within 4 weeks.

#### **What can you ask for?**

You can ask for the following records held by the Centre:

- any records relating to you personally, whenever created
- all other records created after 21 April 1998.

A "record" can be a paper document, information held on computer, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

#### **Can you appeal against the decision?**

Yes. If you are not satisfied with the decision of an FOI request you may ask the Centre for an "Internal Review" of the decision. The Centre Director will review your application. You will be told the result of this review within 3 weeks.

#### **Still dissatisfied?**

If you are not satisfied with the decision on "Internal Review", you may ask the Information Commissioner to review the matter:

Office of the Information Commissioner,

18 Lower Leeson Street,

Dublin 2,

Phone: 353-1-6785222,

Fax: 353-1-1-6610570,

E-mail: [foi@ombudsman.irlgov.ie](mailto:foi@ombudsman.irlgov.ie)

#### **Do you have to pay?**

A fee of €15 must accompany all applications for non-personal information. A reduced fee of €10 applies if the person making a request is covered by a medical card.

Fees may be charged for the cost of photocopying and retrieving records in the case of personal information. However, it is unlikely search and retrieval charges will be applied by the Centre in the vast majority of cases which relate to requests for access to personal records. Charges may apply in respect of the search and retrieval of other

information in addition to photocopying charges. Full details of charges levied by the Centre are set out in this document.

**For further information:**

The Freedom of Information Act is available from the Government Publications Sales Office, Molesworth Street, Dublin 2. You may also contact the Centre's Information Officer, Tel: 01 4528000 for any further information you may require in relation to your rights of access to information under this Act.

**FREEDOM OF INFORMATION**

**Dublin West Education Centre**

**STATEMENT OF REASONS APPLICATION FORM**

**Request for a Statement of Reasons under Section 18 of the Freedom of Information Acts, 1997 & 2003**

**Please read the attached "Information for Applicants" before you fill in this form.**

**Please use BLOCK letters**

**Details of Applicant**

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Mr/Ms/Mrs/Miss/Other \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Form of Access**

My preferred form of access is (please tick as appropriate):

To receive copies of the records by post \_\_\_\_\_

To view originals \_\_\_\_\_

To inspect records \_\_\_\_\_

Other - Please specify \_\_\_\_\_

**Details of Request**

In accordance with Section 18 of the Freedom of Information Acts, 1997 & 2003, I request a Statement of Reasons from the Dublin West Education Centre for the act of the Centre, outlined underneath, which has affected me personally.

Please give details of the act of the Centre for which reasons are sought:

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**PLEASE SIGN HERE**

\_\_\_\_\_  
**Your Signature**

\_\_\_/\_\_\_/\_\_\_  
**Date**

Completed form should be posted to:

**Freedom of Information Officer, Dublin West Education Centre, Old Blessington Road, Tallaght, Dublin 24.**

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**Office Use Only**

Date request received: \_\_\_\_\_

Dealt with by: \_\_\_\_\_

Identity verified: \_\_\_\_\_

## DUBLIN WEST EDUCATION CENTRE

### REQUEST FOR A STATEMENT OF REASONS UNDER THE FREEDOM OF INFORMATION ACTS, 1997 & 2003

#### INFORMATION FOR APPLICANTS

**Use this form to request a statement of reasons for an act of the Centre which you consider has affected you**

#### **Can you request a Statement of Reasons?**

Yes. Section 18 of the Freedom of Information Acts, 1997 & 2003 confers on every person a legal right to reasons for acts of the Centre which has affected them personally. To be entitled to a statement of reasons a person would need to show such an act had a particular impact upon himself or herself compared to other persons in similar circumstances as themselves. Applications for a statement of reasons should give details of the act of the Centre which the requester is of the opinion has impacted adversely on himself/herself.

#### **Proof of Identity**

The Centre must be satisfied as to your identify and to your entitlement to a statement of reasons. It is therefore necessary for you to provide evidence as to your identity. This can be done by providing documents such as a Birth Certificate, driver's licence, etc.

#### **How long do you have to wait?**

The Dublin West Education Centre must reply to you within 4 weeks of receiving this application. You will be advised of the decision in relation to your request and if it has been declined, you will receive a full explanation.

#### **Can You Appeal Against the Decision?**

If you are not satisfied with the decision on your request for a statement of reasons you can ask for an "Internal Review". The Director of the Centre will review your request. You will be told the result of this review within 3 weeks. If you have not received a response to the Internal Review request within 3 weeks you may appeal to the Information Commissioner against the failure of the Centre to respond to your appeal within the specified time-scale.

There is no charge for an internal review of an initial decision of the Centre not to supply a Statement of Reasons.

#### **Still Dissatisfied?**

If you are still dissatisfied with the result of the Internal Appeal, you may then appeal the matter to the Office of the Information Commissioner:

Office of the Information Commissioner,  
18 Lower Leeson Street, Dublin 2,  
Phone: 353-1-6785222, Fax: 353-1-1-6610570, E-mail:  
[foi@ombudsman.irlgov.ie](mailto:foi@ombudsman.irlgov.ie)

**FREEDOM OF INFORMATION**

**Dublin West Education Centre**

**AMENDMENT OF PERSONAL INFORMATION APPLICATION FORM**

**Request for Amendment of Personal Information under the Freedom of  
Information Acts, 1997 & 2003**

**Please read the attached "Information for Applicants" before you fill in this  
form.**

**Please use BLOCK letters**

**Details of Applicant**

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Mr/Ms/Mrs/Miss/Other \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Form of Access**

My preferred form of access is (please tick as appropriate):

To receive copies of the records by post \_\_\_\_\_

To view originals \_\_\_\_\_

To inspect records \_\_\_\_\_

Other - Please specify \_\_\_\_\_

**Details of Request**

In accordance with Section 17 of the Freedom of Information Acts, 1997 & 2003, I seek amendment of my personal records held by you. I claim that the record(s) described below contain(s) information relating to my personal affairs that is (please tick as appropriate):

Incomplete \_\_\_\_\_  
Incorrect \_\_\_\_\_  
Misleading \_\_\_\_\_

The record(s) containing the information is (are):

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The information which I believe is incomplete, incorrect or misleading is as follows:

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The information which I want to appear on the record(s) is as follows:

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The reasons why I claim the information is incomplete, incorrect or misleading are:

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**PLEASE SIGN HERE**

\_\_\_\_\_  
**Your Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

Completed form should be posted to:

**Freedom of Information Officer, Dublin West Education Centre, Old Blessington Road, Tallaght, Dublin 24.**

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**Office Use Only**

Date request received: \_\_\_\_\_  
Dealt with by: \_\_\_\_\_  
Identity verified: \_\_\_\_\_

## DUBLIN WEST EDUCATION CENTRE

### REQUEST FOR AMENDMENT OF PERSONAL INFORMATION UNDER THE FREEDOM OF INFORMATION ACTS, 1997 & 2003

#### INFORMATION FOR APPLICANTS

**Use this form to request the amendment of personal information which you consider to be incomplete, incorrect or misleading**

#### **Can you apply to have personal records amended?**

Yes. The Freedom of Information Act gives you the right to request The Dublin West Education Centre to amend information it holds relating to you if you consider such information to be incorrect, incomplete or misleading.

#### **How do you do this?**

You must state in writing what you believe is incorrect, incomplete or misleading and what you want changed. You should also provide the Centre with any information or documentation which will support the changes you want. You should indicate which documents should be returned to you.

#### **Proof of Identity**

Requesters need to supply an acceptable form of identity at the time of the making of the request. This can be done by providing documents such as your Birth Certificate, driver's licence, etc. If you wish to view your amended record you will also need to provide proof of your identity

#### **How long do you have to wait?**

The Dublin West Education Centre must reply to you within 4 weeks of receiving this application. You will be advised of the changes which have been made, or, if your request has been declined, you will receive a full explanation.

#### **Can you appeal against the decision?**

If you are not satisfied with the decision on your request for amendment you can ask for an "Internal Review". The Director of the Centre will review your request. You will be told the result of this review within 3 weeks. If you do not receive a response to the Internal Review request within 3 weeks you may appeal to the Information Commissioner against the failure of the Centre to respond to your appeal within the specified time-scale. There is no charge for an internal review of a refusal to amend your personal records.

#### **Still dissatisfied?**

You may appeal the matter to the Office of the Information Commissioner,  
18 Lower Leeson Street,  
Dublin 2,  
Phone: 353-1-6785222,  
Fax: 353-1-1-6610570,  
E-mail: [foi@ombudsman.irlgov.ie](mailto:foi@ombudsman.irlgov.ie)