**Kildare County Council**

**Freedom of Information Act 2014**

The notes at the end of this form may be helpful. Please consult them and if you have any queries we will be glad to answer them.

When the form has been completed please send it to The Freedom of Information Liaison Officer, Kildare County Council, Aras Chill Dara, Devoy Park, Naas, County Kildare.

**Request for Access to Records – Section 12**

**PLEASE USE BLOCK LETTERS.**

Your Name and Address

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

Daytime Telephone Number

.......................................................................................................................

Please describe as fully as you can the record(s) to which you seek access.

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

.......................................................................................................................................

Signature.......................................................................Date.........................................

**NOTES**

What is Freedom of Information?

The Freedom of Information Act 2014 came into effect on 14th October 2014 and applies to records relating to you personally whenever created and to all other non-personal records created since 21st October 1998 which are held by or on behalf of Kildare County Council. The Act gives you the right to access these records. You do not have to give a reason as to why you seek access to any record. The Council must provide an explanation if you are not given what you seek. A decision on your application must normally be made within four weeks ie twenty working days excluding Saturdays, Sundays and Public Holidays. The Act also gives you the right to have any inaccuracies in personal information relating to yourself amended and the right to a reason(s) for decisions made by the Council which affect you.

What records can you seek?

You can seek access to records held by or on behalf of Kildare County Council ie (1) any record which relates to you personally whenever created and (2) all other records created since 21st October 1998. You can also seek to amend personal information and the reason(s) for decisions made by the Council which affect you.

What is a record?

A record can be a paper document, information held on computer, e-mail, printout, map, plan, drawing, disc, tape, film, microfilm, microfiche, audio-visual material, photograph, recording etcetera.

Personal Information

Before access is granted to personal information relating to yourself you may be required to provide proof of your identity.

Can you appeal against the Council’s decision?

Yes. If you are not satisfied with the decision you may seek an internal review of that decision and it will be reviewed by a more senior member of staff of the Council than the member who made it. You must receive a decision on an internal review request within three weeks of receipt of that request ie fifteen working days excluding Saturdays, Sundays and Public Holidays. If you are not satisfied with the decision on internal review you can appeal to the Information Commissioner.

Do you have to pay?

There is no fee for a request for access to records nor for a request to amend personal information nor for a request for reason(s) for decisions made by the Council which affect you. However, in some circumstances a fee may be charged for the search and retrieval of records (€ 20 per hour) and for the cost of photocopying documents (4c per sheet). There is a fee of € 30 for requests for internal review by the Council (€ 10 if you are a Medical Card holder or a dependant of a Medical Card holder – proof of Medical Card must be submitted with the request) and a fee of € 50 for appeals to the Information Commissioner (€ 15 if you are a Medical Card holder or a dependant of a Medical Card holder – proof of Medical Card must be submitted with the appeal – or if you are a third party with the right to appeal directly to the Information Commissioner where the Council decides to release third party information on public interest grounds).

No fee is required for requests for internal review by the Council of (1) decisions in respect of records containing only personal information relating to the requester; (2) decisions in respect of requests to amend personal information; (3) decisions in respect of requests for reason(s) for decisions affecting the requester or (4) decisions to charge a fee or deposit or a fee or deposit of a particular amount.

No fee is required for appeals to the Information Commissioner in relation to (1) decisions in respect of records containing only personal information relating to the requester; (2) decisions in respect of requests to amend personal information; (3) decisions in respect of requests for reason(s) for decisions affecting the requester; (4) decisions to charge a fee or deposit exceeding € 25 in respect of search and retrieval and photocopying of records (decisions to charge such fees or deposits of less than € 25 cannot be appealed to the Information Commissioner) or (5) decisions to charge a fee or a fee of a particular amount for requests for internal review by the Council or for appeals to the Information Commissioner on the grounds that the records concerned do not contain only personal information related to the requester or that the requester is not a Medical Card holder or a dependant of a Medical Card holder.

For Further Information

The Freedom of Information Act 2014 is available for purchase from the Government Publications Sales Office or for viewing and printing from the Irish Statute Book at www.irishstatutebook .ie If you have any queries relating to this form or to freedom of information generally please contact the Kildare County Council Freedom of Information Liaison Officer at Aras Chill Dara, Devoy Park, Naas, County Kildare – Telephone 045-980228 or E-mail foi@kildarecoco.ie.