



AN TÚDARÁS PÓILÍNEACHTA
POLICING AUTHORITY

Making a Freedom of Information Request

When making a Freedom of information Request to the Policing Authority your request should:

- Include a statement that your request is submitted under the Freedom of Information Act 2014.
- Identify the records being sought in a clear and specific manner. A record can be a paper document, information held on computer, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.
- Give as much information as possible about the records you want. In cases where it is not clear what records are being sought, we will assist you in identifying the records you require. Please include a daytime telephone number to facilitate ease of communication.
- Where possible, indicate the time period to which the records relate e.g. records created between 1 May, 2017 and 31 December, 2017.
- Proof of identity will be required where personal information is being requested, e.g. Birth Certificate, Driving Licence, Passport or other form of identity. Please include a copy of one of these documents with your request.
- The format in which you wish to receive any records released (e.g. paper copies, electronic copies or in another format).

Alternatively, you may complete the below Freedom of Information Request Form and return it via:

1. **Post:** Freedom of Information Unit, The Policing Authority, 4th Floor, 90 King St. North
D07 N7CV
OR
2. **e-mail:** foi@policingauthority.ie

Freedom of Information Frequently Asked Questions:

Can I get help making an FOI Request?

Yes, if you require any help the staff in FOI Unit will be happy to assist you with your request. The Unit can also provide assistance to persons with a disability to exercise their rights under the FOI Act 2014 (e.g. by accepting oral requests from requesters' who are unable to read, print and/or write due to their disability; or enabling the requester to inspect or have records explained to him/her).

Can I get access to any information I seek?

You can ask for the following records held by The Policing Authority:

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

You do not have to give a reason as to why you want access to particular records and the Policing Authority must give you an explanation if it refuses you access to any record that you have requested. There are also certain exemptions that may apply to the records you seek under the Act. This means that the record is protected and may not be released. If any of these exemptions apply to a record you have sought you will be informed.

Is there a charge for requesting information under the FOI Act 2014?

There is no fee in respect of personal records, except where a large number of records are involved.

In the case of non-personal requests, charges will apply in respect of search and retrieval and any reproduction costs incurred by the Policing Authority in providing you with the material requested where the total cost exceeds €100. A

rate of €20 per hour will be charged for the amount of time spent where this minimum threshold (equivalent to five free hours) is exceeded.

A maximum ceiling of €500 applies to such fees, but where the cost of search, retrieval and copying is greater than €700 the request will be refused unless the requester narrows the scope of the request.

List of Fees

- Search and retrieval: €20.00 per hour
- Copying charges: Photocopy per sheet: €0.04 / CD-ROM: €10.00 / Radiograph: €6.00

Appeals

- Internal Review fee costs €30 (€10 for medical card holders)
- Appeal to the Office of the Information Commissioner costs €50 (€15 for medical card holders)

Method of Payment

All payments to the Policing Authority should be made by Electronic Funds Transfer (EFT). Please contact the FOI Unit for bank details.

How soon can a person making a request for records expect a reply?

Under the FOI Act 2014, a request for records must be acknowledged within 2 weeks and, in most cases, responded to within 4 weeks. A week in the FOI Act means 5 consecutive weekdays excluding Saturday, Sunday and public holidays. The time limit can be extended for a further three weeks in the event of necessary third party consultation.

What's the next step if I am unhappy with a decision on my request?

If you are unhappy with the Policing Authority's response you can seek to have a decision re-examined by a more senior member of staff within the Authority. Please forward applications for review of a decision, together with a fee of €30.00 (or a reduced fee of €10.00 for medical card holders) to the FOI Unit.

Note: These fees apply only to non-personal requests.

If you are still unhappy with the decision, you have the right to appeal the decision to the Information Commissioner. Applications with appropriate fees (€50.00 or a reduced fee of €15.00 for medical card holders) should be forwarded directly to info@oic.gov.ie or by post to the Office of the Information Commissioner, 18 Lower Leeson Street, Dublin 2, Phone: (01) 639 5689.

Where can I get more information on FOI?

For more information on FOI please visit the FOI Central Policy unit on the Department of Public Expenditure & Reform website and the Office of the Information Commissioner website.



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Freedom of Information Request Form

You may use this form to apply, under the Freedom of Information Act 2014, for personal or non-personal records held by the Policing Authority.

Please use **BLOCK** letters

CONTACT INFORMATION:

Full Name:	<i>First Name:</i>	<i>Surname:</i>	
Postal Address:			
E-Mail Address:			
Telephone Numbers:	<i>Home:</i>	<i>Business:</i>	<i>Mobile:</i>

PERSONAL INFORMATION:

Proof of identity will be required where personal information is being requested. Please include a copy of one of these documents with your request.

I have included a copy of the following proof of identity:
(Please tick as appropriate)

- Birth Certificate
- Driving License
- Passport
- Other (please specify below)

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FORM OF ACCESS:

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

- To receive copies of the records by post
- To receive the records via e-mail
- Other (please specify below)

In accordance with Section 12 of the Freedom of Information Act 2014, I request access to records which are:

(Please tick as appropriate) Personal Non-personal

In the space provided please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

Under the Freedom of Information Act 2014 I hereby request access to the following record(s):

Signed:

Date:

Please return a copy of the completed form along with proof of identity via post or email to:

Freedom of Information Unit
The Policing Authority
4th Floor
90 King St. North
D07 N7CV
Tel: +353 (1) 858 9090
E-mail: foi@policingauthority.ie