

Freedom of Information Act, 2014 Summary of Review Rights under the Acts

Internal Review

A final decision on your request will normally be sent to you within four weeks of receipt of request. Where it is necessary to seek deposits or to consult third parties, this deadline is extended appropriately. If you have not received a decision within the allotted time, you are automatically entitled to ask the Department for a review of the matter.

When the Department responds to your request you are entitled to a review where the Department decides to:

- Refuse your FOI request
- Exclude all or part of particular records
- Give access in a form other than that which you requested
- Charge a fee or a deposit.

If you have sought reasons for a decision of a Public Body, you are entitled to seek a review of the response to that request.

If you have made a request to amend a record containing personal information about you and the Department has refused to do so, you are entitled to seek a review.

If you are unhappy with the decision or response to your FOI request and wish to make an appeal, you can do so in writing to the FOI Officer at the address below. You should:

- State the details of your initial request
- State what decision or action you wish to have reviewed
- State the reasons why you believe our response has been inadequate, and
- Include an upfront fee of €30.*

The review is a full and new consideration of the matter carried out by the Department's Internal Review Panel.

You would normally have 4 weeks to make such an appeal. We will allow the appeal to be made late in appropriate circumstances.

*There is no fee for review applications concerning only personal information relating to oneself or in relation to decisions to impose fees or deposits. A reduced fee of **€10** applies if the person bringing the application is a medical card holder or a dependant of a medical card holder.

Review by the Information Commissioner

If, following an internal review, you are not satisfied with the Department's response, you may appeal in writing to the Information Commissioner, 18 Lower Leeson Street, Dublin 2.

A fee of €50 must accompany most applications for review by the Information Commissioner. A reduced fee of €15 applies if you are covered by a medical card or in relation to a review concerning certain third party information. Again, there is no fee for review applications concerning only personal information relating to oneself or in relation to decisions to impose fees or deposits.

Freedom of Information Unit, 3rd Floor, Hawkins House, Dublin 2.