

PSPAssociation Ireland CLG

Freedom of Information

The Freedom of Information Act (FOI) came into effect in April 1998 and was enacted on 14 October 2014 . Under the Act you have certain rights:

- The right to access records held by public bodies.
- The right to have personal information in a record amended, where such information is incomplete, incorrect or misleading
- The right to obtain reasons for decisions taken by the public body affecting the person.

How to apply

When making your request, you should state that you are making a request under the Freedom of Information Act 2014.

- Be as specific as possible in your request . State clearly the exact records/information being requested and include dates and year and the manner in which you access is sought to enable the information to be identified easily.
- Proof of identity will be required in the case of personal information.

A request can be made in writing or email to:

Freedom of Information Officer
PSPA Ireland
Carmichael House
4, North Brunswick Street
Dublin 7
D07RHA8

What PSPA Ireland will do

- acknowledge your request within 10 working days
- issue a decision within 20 working days of request
- Inform you if an extension is necessary to process the request
- If you are unhappy with the decision you can appeal to the Internal Reviewer named in the Decision letter. The follow up review is independent of the Decision Makers decision.
- acknowledge your review request within 5 working days
- final decision on the appeal will sent within 15 working days

At this point if you are not satisfied with the decision you can appeal directly to the Information Commissioner.

The Office of the Information Commissioner is the appeals body under the Freedom of Information Act. It is their job to review any decisions that public bodies make on FOI requests.

Office of the Information Commissioner
18, Lower Leeson St.
Dublin 2
D02HE97
Tel 01 6395689
Email : info@ioc.ie

Information on the ACT www.foi.gov.ie