

INFORMATION REQUEST FORM

Request for Access to Records under the Freedom of Information Act

The Freedom of Information Act provides a right of access to recorded information held by public authorities both personal and non-personal; creates exemptions from the duty to disclose information; and establishes the arrangements for enforcement and appeal.

Details of applicant Please use BLOCK letters

Surname: First Name:

Postal Address:

Telephone Numbers & Email

Home:

Work:

Email:

Office Use Only

Date FOI Request Received:

Application Fee Received:

Identity Verified:

Consent Confirmed:

Personal Information (Data Protection)

You may request personal information under the Data Protection Act. It allows any individual to find out what information is held about themselves on computer and some paper records.

You will not normally be given access to personal information of another person unless you have obtained the written consent of that person. Before you are given access to personal information, the Department will require proof of identity.

Environmental Information (Environmental Information Regulations)

Under the Environmental Information Regulations you may request information of an environmental nature. This includes information on the state of the environment, such as air, water, soil, land, flora and fauna and diversity and will also include information on genetically modified organisms. In addition, information on emissions and discharges, noise, energy, radiation, waste and other such substances; measures and activities such as policies, plans and agreements; reports, cost benefit and economic analyses. The state of human health and safety, contamination of the food chain; cultural sites and built structures as they may be affected by environmental factors, will also be considered environmental information.

Details of Request

Please tick the relevant boxes:

I am requesting information under the following legislation:

Freedom of Information Data Protection Environmental Information Regulations

I request the following records: *Please describe the records as fully as you can*

SIGNATURE:

DATE: