



Comhairle Cathrach Chorcaí
Cork City Council

**REQUEST FOR ACCESS TO RECORDS UNDER
THE FREEDOM OF INFORMATION ACT 2014**

Please use BLOCK letters

DETAILS OF APPLICANT

Surname: _____

First Name: _____

Postal Address:

Contact Telephone Number: _____

Mobile No: _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

Form of Access

My preferred form of access is:

(please tick as appropriate)

To receive copies of records by post _____

Other – please specify _____

DETAILS OF REQUEST

In accordance with Section (12) of the Freedom of Information Act 2014, I request access to the following records that I believe to be held by Cork City Council.

(Please tick as appropriate) Personal Non-personal

If making the request on behalf of another individual, written consent of the individual should accompany the application.

(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 the records are held).

I request the following records:

PLEASE SIGN HERE _____

DATE _____

If you wish to make a request to Cork City Council for access to records, you may send this form to:

**FREEDOM OF INFORMATION OFFICER,
CORK CITY COUNCIL,
CITY HALL,
CORK.**

Freedom Of Information (FOI) Act 2014

Explanatory Notes

What is Freedom Of Information?

The Freedom of Information Act came into effect for local authorities on 21st October 1998. This Act gives you the right to access records held by Cork City Council. If you are refused access to records the Council must give you an explanation. A decision on your request will normally be made within four weeks.

The FOI privacy notice is attached here.

What can you ask for?

You can ask for the following records held by Cork City Council:

Any records relating to you personally, regardless of when they were created if they still exist.

All other records created after 21st October 1998.

Will there be a charge?

- From 16th October 2014 no initial application fee applies. In some circumstances you may be charged a fee for the “search and retrieval” of records (€20.00 per hour) and the cost of photocopying documents (4c per page) for requests for personal information.
- There is a maximum of €500 charge where the cost of search, retrieval and copying is greater than €500, but less than €700.
- Where the cost of search, retrieval and copying is greater than €700, we can refuse to process the request. You will be given the opportunity to refine your request.
- An appeal to the Information Commissioner for non-personal requests costs €50 (€15 for medical card holders).

Can you appeal the decision?

Yes. If you are not satisfied with a decision you may ask Cork City Council for an internal review of a decision. This will be conducted by a more senior officer and will normally be completed within three weeks. Applications for internal review relating to non-personal records cost €30 (there is a reduced fee of €10.00 for medical card holders).

How do you apply?

Fill in the application form or write a letter stating what records you are seeking, specifying that the request is being made under the Freedom of Information Acts and send it to the address printed below.

Freedom of Information Officer,
Cork City Council
City Hall
Cork.
Tel: 021-4924000
Email: foi@corkcity.ie

Applications for Internal Review of FOI decisions should be submitted to:

Director of Services,
Corporate, Community & Cultural Affairs,
Cork City Council,
City Hall,
Cork.

Appeals to the Information Commissioner should be made to:

Office of the Information Commissioner,
6 Earlsfort Terrace,
Dublin 2
D02 W773
Fax: 01-6395674
Email: info@oic.ie

An appeal to the Information Commissioner for non-personal requests costs €50 (€15 for medical card holders).

Where can you get more information?

The Freedom of Information Act 2014 is available on the Government website (www.foi.gov.ie) or from the Government Publications Office, Molesworth Street, Dublin 2.



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Freedom of Information (FOI) Privacy Notice

1. **Purpose** -Your information is required in order to assess and administer your FOI request.
2. **Legal Basis** - The legal basis for processing of personal data in this activity is the Freedom of Information Act 2014.

3. **Personal Information Required** - Personal data is required for all stages in the FOI process i.e. To acknowledge and process the FOI request and subsequently in the event of an internal review or appeal to the Office of Information Commissioner (OIC).

In order to communicate with you, you will be required to provide contact details. You do not have to provide all contact details but by providing more, such as email, phone, name address, file reference etc it makes it easier to communicate and engage.

Other data which is not requested but often accompanies an FOI request includes, occupation, third party names and addresses.

We may take steps to verify the identity of the requestor before granting access to personal data. The suitability of the identifying documentation will be determined by the FOI Officer or designated FOI Decision Maker.

4. **Information Sharing** -The information you provide as part of your FOI request may be shared with the following:

- Other sections of Cork City Council
- Other 3rd parties/organisations who may hold records relevant to the request

5. **Information Retention** – The information you provide as part of your request will be retained in accordance with the National Retention Policy for Local Authority Records. The data processed as part of this activity will be retained for the following periods:
5 years for current cases, non- current requests 5 years then archived.

6. **Right to amend inaccurate information** - Cork City Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so then please contact us so that we can correct it. You can do this by

Emailing us at: foi@corkcity.ie

Writing to us at: **Freedom of Information, Cork City Council, City Hall, Cork.**

7. Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

8. Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Cork City Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at: Lo Call Number: 1800 437737 or 01-7650100.

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner

6 Pembroke Row

Dublin 2

D02 X963

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email dataprotection@corkcity.ie