

Freedom of Information

In addition to fulfilling its obligations under the Freedom of Information (FOI) Act, the NCCA is committed to providing information on its activities and services and ensuring all queries are dealt with in a timely fashion. The following frequently asked questions will be assistance to those who wish to make a request under the FOI Act.

Q: What is FOI?

A: The FOI Act provides that from 21 April, 1998, every person has the following new legal rights:

- the right to access official records held by Government Departments or other public bodies listed in the Act;
- the right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading; and
- the right to be given reasons for decisions taken by public bodies that affect them.

These rights mean that from 21 April, 1998, people can seek access to personal information held on them - no matter when the information was created - and to other records created after 21 April, 1998.

Q: What records can be requested?

A: Under the Act, the following records are accessible:

- all records created after the Act commenced 21st April, 1998;
 - all personal records of clients, whenever created;
 - all records of staff created after 21 April, 1995, or earlier if used adversely against staff member; and
- all records created earlier if needed to understand records created after that date.

Q: How do I make an FOI Request to the Council?

A: You can send a request in writing to: Ms. Aine Armstrong Farrell FOI Officer National Council for Curriculum and Assessment 24 Merrion Square Dublin 2 T. +353 1 661 7177 F. +353 1 661 7180 info@ncca.ie

Your request should include the following:

- a statement that the request is being made under the FOI Act;

- as much information as possible about the records being sought; and
- a specification relating to the form of the copies being requested.

Q: How much will it cost?

A: From 7 July 2003, the standard fee payable for each request is 15. A reduced fee of 10 may apply if the requester is covered by a medical card. The following requests are exempt from the fee

- All requests under section 7 for record containing only personal information related to the requester
- an application under section 17 (right of amendment of records relating to personal information)
- an application under section 18 (right of a person to information regarding acts of public bodies affecting the person)

The Freedom of Information Act 1997 and the Freedom of Information (Amendment) Act 2003 are available in hard copy from Government Publications Sales Office, Molesworth Street, Dublin 2.

Associated Links

Guide to the functions and records of the National Council for Curriculum and Assessment: Sections 15 & 16 Reference Book

Office of the Information Commissioner Homepage

FOI Act & Regulations

Guide to the Act

FOI Central Policy Unit, Department of Finance