

Freedom of Information: Request Form



What is this Form?

The Freedom of Information Act, 2014 allows public access to information held by public bodies (such as Caranua), that is not normally available or published. You can use this form to submit your information request under the Freedom of Information Act.

Why do I need to fill in this form?

A request using Freedom of Information must be in writing. This form lists all the information we will need. You do not have to use this form to submit your Freedom of Information request. Making an FOI request will not affect your application in any way.

What do I need to do?

You should make it clear what information you are looking for and how you would like to receive the information.

Request for access to records under the Freedom of Information Act, 2014

Personal Details	
Name	
Date of birth	
Address	
Email Address	
Phone Number	
How I want to receive the information (Please tick)	<input type="checkbox"/> to receive copies of the record by post
	<input type="checkbox"/> to receive copies of the record by email
	<input type="checkbox"/> other (please specify)

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Your Request

In accordance with Section 12 of the Freedom of Information Act, I request access to records that are (please tick):

- Personal (Information about me)**
- Non-Personal (Information about Caranua)**

In the space below, please describe the records in as much detail as you can. If you are requesting personal information please state, in whose name the records are held.

I request the following records:

Your signature:

What next?

We will acknowledge your request within 5 working days and will provide a full response within 15 working days. If for some reason this is not possible, we will let you know why and keep you informed of progress.

More Information

If you need any more information on how to make an FOI request please contact info@caranua.ie or phone +353 1874 2277