



Chester
Beatty

Guidelines on making a request for information under the Freedom of Information Act (2014):

Routinely Available Information

The Chester Beatty Library (hereafter referred to as the Chester Beatty or CB) currently makes information routinely available to the public in relation to its functions and activities. Such information will continue to be available informally without the need to use the Freedom of Information (FOI) Act. Please consult the Chester Beatty website www.chesterbeatty.ie which indicates where this information is available.

The FOI Act is designed to allow public access to information held by public bodies, which is NOT routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits.

Applications under the FOI Act

Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- access to records held by the Chester Beatty
- correction of personal information relating to oneself held by the CB where it is inaccurate, incomplete or misleading
- access to reasons for decisions made by the CB directly affecting oneself, with effect from 1 June 2002

The following records come within the scope of the Act:

- all records relating to personal information held by the CB irrespective of when created
- all other records created from 21st April 1998
- any other records necessary to the understanding of a current record
- personnel records of serving staff created from 21st April, 1995 and those created prior to that date where being used or proposed to be used in a way which adversely affects or may affect the person involved.

The Chester Beatty is obliged to respond to the request within 4 weeks.

Applications for information under the FOI Act should be addressed to:

Ms Celine Ward
FOI Officer
Chester Beatty
Dublin Castle
Dublin 2
D02 AD92

Tel: 01-4070757

Fax: 01-4070760

Email: foi@cbl.ie

Applications should be in writing and should indicate that the information is being sought under the Freedom of Information Act (2014).

If information is desired in a particular form, (e.g. photocopy, disk, personal viewing etc.), this should be mentioned in your application.

- Please give as much information as possible to enable the staff of the CB to identify the record.
- Please include a daytime telephone number to enable our staff dealing with your application to contact you should any clarification be required in relation to your request.

If you have difficulty in identifying the precise records which you require, the staff of the CB will be happy to assist you in preparing your request.

Rights of Review and Appeal

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of Third Parties. Where the CB invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc., may also be the subject of appeal. Details of the appeals mechanisms are as follows:

Internal Review

You may seek internal review of the initial decision, which will be carried out by an official at a higher level if:

- you are dissatisfied with the initial response received, i.e. refusal of information, form of access, charges etc.,
- you have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Request for internal review should be submitted in writing to:

Ms Celine Ward
FOI Officer
Chester Beatty
Dublin Castle
Dublin 2
D02 AD92

Tel: 01-4070757 Fax: 01-4070760 Email: foi@cbl.ie

Such a request for internal review must be submitted within four weeks of the initial decision. The CB must complete the review within three weeks. Internal review must normally be completed before an appeal may be made to the Information Commissioner.

Review by the Commissioner

Following completion of internal review, you may seek independent review of the decision from the Information Commissioner. Also, if you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal the matter to the Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2

Phone: +353-1-639 5689
Lo-call: 1890 253238
Fax: +353-1-639 5674 or +353-1-6395676
Email: info@oic.gov.ie

An index to previous decisions of the Information Commissioner is available at:

<http://www.irlgov.ie/oic>

FEES

There is no charge for submitting a request. In respect of non-personal requests, other charges may be applied for the time spent finding records and for any reproduction costs incurred by the Chester Beatty in providing you with the material requested (search, retrieval and copying charges). Where the cost of search, retrieval and copying is less than €101, no fee is charged. Where the cost of search, retrieval and copying is greater than €500 but less

than €700, a maximum charge of €500 applies. Where the cost of search, retrieval and copying is greater than €700, the body can refuse to process the request. Details of actual charges relating to your request will be notified to you in writing. Payment should be made by way of Electronic Funds Transfer. Please contact the FOI Officer for bank details. A list of relevant fees is set out below:

List of Fees

- There is no charge for submitting a request
- Search and Retrieval – €20 per hour (for requests that exceed the €100 minimum in terms of search, retrieval and copying), subject to the ceilings mentioned above.
- €0.04 per sheet for a photocopy
- Internal review fee €30 (€10 for medical card holders)
- Appeal to the Information Commissioner €50 (€15 for medical card holders)

Notes:

1. There is no charge if the records concerned contain only personal information relating to the applicant, unless there are a significant number of records.
2. If you are claiming a reduced application fee, the request must be accompanied by the Medical Card registration number, issuing Health Board name and your consent to the verification of these details with that Health Board.
3. A full list of fees is available on request.