**Freedom of Information Act, 2014**

**Summary of Review Rights under the Act**

**INTERNAL REVIEW**

A final decision on your request will normally be sent to you within four weeks of receipt of request. Where it is necessary to seek deposits, to consult third parties or to refine the scope of a request, this deadline is extended appropriately.

You are entitled to an internal review on your request where the Department:

* Refuses your FOI request
* Excludes all or part of certain records
* Gives access in a form other than that which you requested
* Charges a fee or a deposit
* Does not issue a decision within the legislative timeframe
* Refuses an application requesting reasons for ‘acts of the body’
* Refuses to amend a record containing personal information about you.

You can appeal to the FOI Officer at [**foi@health.gov.ie**](mailto:foi@health.gov.ie) at the address below. You should:

* State the details of your initial request
* State what decision or action you wish to have reviewed
* State the reasons why you believe our response has been inadequate, and
* Include an upfront fee\*\* of €30 to be paid by **ELECTRONIC TRANSFER ONLY**.
  + **Bank details attached; FOI Unit should be notified that the fee has been paid.**

**The review is a full and new consideration of the matter carried out in accordance with the Departments internal review procedures.**

You would normally have 4 weeks, from the due date of a decision OR from the date of receipt of a decision, to make such an appeal. The appeal may be made later in appropriate circumstances.

\*\*There is no fee for review applications concerning only personal information relating to oneself or in relation to decisions to impose a fee. A reduced fee of **€10** applies if the person bringing the application is a medical card holder or a dependant of a medical card holder.

**REVIEW BY THE INFORMATION COMMISSIONER**

If, following an internal review, you are not satisfied with the Departments response; you may appeal in writing to the Information Commissioner at 6 Earlsfort Terrace, Dublin 2, D02 W773.

A fee of €50 must accompany most applications for a review by the Information Commissioner. A reduced fee of €15 applies if you are covered by a medical card or in relation to a review concerning certain third-party information. Again, there is no fee for review applications concerning only personal information relating to oneself or in relation to decisions to impose fees or deposits.

**Freedom of Information Unit, 7th Floor, Miesian Plaza, D02 XW14**

**NB: Please use the FOI reference, as advised to you in the acknowledgement, when making lodgements.**

* Remittances should be sent to [**accountseft@health.gov.ie**](mailto:accountseft@health.gov.ie)
* An email should also be sent to FOI Unit ([**foioffice@health.gov.ie**](mailto:foioffice@health.gov.ie)**)**, advising of payment avoid any delays in the processing of your request.

**Account Name**: Department of Health – Lodgement EFT – Public

Bank Account

**Bank:**  Danske Bank

**Branch:**  3 Harbourmaster Place, IFSC, D01 K8F1

**IBAN:** IE56DABA95159910002666

**BIC No:**  DABAIE2D

**Account No:** 10002666

**Sort Code:** 95-15-99