

How to get Information

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 State Laboratory within the meaning of the Act
- correction of personal information relating to oneself held by the State Laboratory where it is inaccurate, incomplete or misleading
- access to reasons for decisions made by the State Laboratory directly affecting oneself

The following records come within the scope of the Act:

- all records relating to personal information held by the State Laboratory irrespective of when created
- all other records created from commencement date i.e. 21 April, 1998
- any other records necessary to the understanding of a current record

The State Laboratory is obliged to respond to the request within 4 weeks.

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

Mr Pat Fannin
Freedom of Information Unit,
State Laboratory, Young's Cross, Celbridge, Co. Kildare
Phone 01 5057046;
Fax 01 5057070
Email: foi@statelab.ie

Applications should be in writing and should indicate that the information is sought under the Freedom of Information Act. If information is desired in a

particular form, i.e. photocopy, computer disk, etc. this should also be mentioned in your application. Please give as much detail as possible to enable the staff of the State Laboratory to identify the record. If you have difficulty in identifying the precise records which you require, the staff of the State Laboratory will be happy to assist you in preparing your request.