

# Freedom of Information Act, 2014

## GUIDELINES FOR FORMER RESIDENTS OF INDUSTRIAL & REFORMATORY SCHOOLS WHO ARE APPLYING FOR ACCESS TO PERSONAL RECORDS HELD BY THE DEPARTMENT OF EDUCATION & SKILLS

### 1 General

The Department maintains records on the former residents of some 59 Industrial & Reformatory schools who were placed there by way of a Court Hearing. The records generally consist of Extracts from Registers, Database Entry (computerised version of Register), Kardex Cards, Individual pupil/family files, Medical Records, etc. It should be noted that the Department does not hold an individual file for each former resident and in quite a lot of instances, the only records available are the Database Entry and the Extract from the Register.

Many children were placed in Industrial Schools other than through the Courts, e.g. Health Board referrals, Private Arrangement, etc. In such cases, the Department generally does not hold any records. In these circumstances, it may be advisable to contact the relevant regional Office of the Health Service Executive that had responsibility for the area in which you were resident prior to your placement and / or the **FOI Unit, Department of Health, Block 1, Miesian Plaza, 50 – 58 Lower Baggot Street, Dublin, D02 XW14– Telephone 01-6354190**) with a view to gaining access to any records, which they might hold. School management may also have retained some records of children in their care.

### 2 Applications

There are a number of ways in which access can be sought to personal records under the Freedom of Information Act, 2014.

#### A. Personal Application

The actual former resident makes an application, using the attached form, for access to personal records held by the Department. It is appreciated that not everyone will be in position to supply all the information requested. However, every effort should be made to supply as much information as possible, to allow the Department to conduct a comprehensive search of our records. The Department is most anxious that the right records go to the right person, given the nature of the material being released. To this end, we insist that the applicant accompanies his/her request with the following **forms of identification**:

- Photographic ID with signature e.g. Passport, Driving Licence, Public Services Card, National Identity Card (photocopy of any of these will suffice),
- A recent Household Bill or Official Correspondence (photocopy will suffice),
- Birth Certificate or Marriage Certificate where name has changed from the name on the records sought (photocopy will suffice).

## **B. Application through a Solicitor**

If a solicitor is making a request on your behalf, again, as much information as possible should be supplied having regard to the questions asked on the application form. The Department is most anxious that the right records go to the right person, given the nature of the material being released. To this end, we insist that the application is accompanied by the following documents:

- Written consent signed by the former resident on official headed paper from the Solicitor,
- Photographic ID with signature of the person whose records are sought e.g. Passport, Driving Licence, Public Services Card, National Identity Card (photocopy of any of these will suffice),
- Birth Certificate or Marriage Certificate where name has changed from the name on the records sought (photocopy will suffice).

## **C. Application through a 3<sup>rd</sup> Party**

Any application being made by a 3<sup>rd</sup> Party, e.g. son, daughter, husband, wife, etc., on behalf of a former resident should also be accompanied by the following documents:

- Photographic ID (of person making the application) with signature e.g. Passport, Driving Licence, Public Services Card, National Identity Card (photocopy of any of these will suffice),
- A recent Household Bill or Official Correspondence (of person making the application) (photocopy will suffice),
- Written consent signed by the former resident and copy of Photographic ID with signature of former resident,
- Birth Certificate or Marriage Certificate (of former resident) where name has changed from the name on the records sought (photocopy will suffice).

## **D. Application on behalf of a Deceased Former Resident**

Applications on behalf of a deceased former resident of an Industrial or Reformatory school will be accepted by the Department when accompanied by the following documents:

- Photographic ID (of person making the application) with signature e.g. Passport, Driving Licence, Public Services Card, National Identity Card (photocopy of any of these will suffice),
- A recent Household Bill or Official Correspondence (of person making the application) (photocopy will suffice),
- Death Certificate of the former resident,
- Proof that the person making the application is the Spouse or next-of-kin of the former resident in accordance with the **Succession Act 1965 and with S.I. No. 218/2016 & 53/2017**

The above conditions are not intended to complicate the application process but rather to protect the right to privacy of all concerned. Should you have any queries on any of the above please do not hesitate to contact the Department where someone will assist you with your application.

**All applications should be forwarded to:**

**The Freedom of Information Unit  
Department of Education & Skills  
Cornamaddy, Athlone  
Co. Westmeath  
Telephone 090 – 6484139**



**APPLICATION BY FORMER RESIDENTS OF INDUSTRIAL & REFORMATORY SCHOOLS FOR  
ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 2014**

Please complete parts 1, 2, 3 in block letters and sign the application form. Remember to include all necessary documentation (please refer to guidelines) as records, if any, will not be released until the required information is received.

**1. CURRENT PERSONAL DETAILS**

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Please supply Maiden Name where appropriate.** \_\_\_\_\_

Please indicate if you do not wish any of the above details to be used to contact you: \_\_\_\_\_

**2. DETAILS OF INDUSTRIAL SCHOOL ATTENDED**

**Name & Location of School(s) attended:** \_\_\_\_\_

**School Reference number:** \_\_\_\_\_

**Approximate Years of Entry and Discharge:** \_\_\_\_\_

**3. DETAILS OF FAMILY**

**Name of Mother:** \_\_\_\_\_ **Name of Father:** \_\_\_\_\_

**Address before Placement:** \_\_\_\_\_

**Names of any brothers and sisters who may or may not have been in an Industrial School:**

**Please supply any additional information here, which you feel may prove useful in locating your records, e.g. any other name by which you were known in the school, a copy of documentation you may have received from the school management, details of placement after being discharged from the school, etc.**

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**Data Protection Privacy Statement**

The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires certain personal data in order to process your request under the Freedom of Information Act 2014. Your personal data may be exchanged with other public bodies or education/training organisations in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

**I have read the attached guidelines and have included a form of identification and confirmation of my address with my application. I understand that my records will not be released to me without this form of identification.**

Please tick box

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Date FOI Request Received: \_\_\_\_\_

Identity Verified: \_\_\_\_\_



**An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills**

**APPLICATION BY (A) SOLICITORS, (B) 3<sup>RD</sup> PARTY OR (C) IN RESPECT OF A DECEASED FORMER  
RESIDENT OF INDUSTRIAL & REFORMATORY SCHOOLS, FOR ACCESS TO RECORDS UNDER  
THE FREEDOM OF INFORMATION ACT, 2014**

If applying on behalf of another person or deceased relative please complete section A **in respect of your own details** and sections B, C, D in respect of the person whose records are being sought. Please complete all sections in block letters and sign the application form. Remember to include all necessary documentation (please refer to guidelines) as records, if any, will not be released until the required information is received.

**A. PERSONAL DETAILS OF APPLICANT:**

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Relationship to the former resident:** \_\_\_\_\_

Please indicate if you do not wish any of the above details to be used to contact you: \_\_\_\_\_

**B. PERSONAL DETAILS OF FORMER RESIDENT**

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Please supply Maiden Name where appropriate:** \_\_\_\_\_

**C. DETAILS OF INDUSTRIAL SCHOOL ATTENDED**

**Name & Location of School(s) attended:** \_\_\_\_\_

**School Reference number:** \_\_\_\_\_

**Approximate Years of Entry and Discharge:** \_\_\_\_\_

## D. DETAILS OF FAMILY

Name of Mother: \_\_\_\_\_ Name of Father: \_\_\_\_\_

Address before Placement: \_\_\_\_\_

Names of any brothers and sisters who may or may not have been in an Industrial School: \_\_\_\_\_

Please supply any additional information here, which may prove useful in locating records, e.g. any other name by which the former resident was known in the school, a copy of any documentation received from the school management, details of placement after being discharged from the school, etc.

### Data Protection Privacy Statement

The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires certain personal data in order to process your request under the Freedom of Information Act 2014. Your personal data may be exchanged with other public bodies or education/training organisations in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

**I have read the attached guidelines and have included a form of identification with my application. I also include relevant written consent and/or proof of entitlement to get the records. I understand that it is not usual to be given records of another person unless you have obtained the written consent of that person. Entitlement to records in respect of a Deceased person is also outlined in the guidelines.**

Please tick box

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date FOI Request Received: \_\_\_\_\_

Identity Verified: \_\_\_\_\_

Consent Confirmed: \_\_\_\_\_