

REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT 2014
- STANDARD REQUEST FORM -

Details of Applicant:

Surname:

[Redacted]

First name:

[Redacted]

Postal Address:

[Redacted]

Freedom of Information Unit
Department of Education and Skills

09 MAR 2018

FOI Case # 2018/102

[Redacted]

Contact no (daytime):

[Redacted]

Email address:

[Redacted]

[Redacted]

Form of Access:

My preferred form of access is (tick as appropriate):

Receive copies of the records by post

Other – please specify [Redacted]

Details of Request:

In accordance with Section 12 of the Freedom of Information Act 2014. I request access to records

which are (please tick as appropriate):

Personal*

Non-personal

* Before you are given access to personal information, the Department will require proof of identity. Failure to provide identification will delay the processing of your application COPIES ONLY of Driver's Licence, Passport or Social Welfare Card

Identification Provided*:

[Redacted]

Records Description:

In the space provided, please describe the records as fully as you can. You should also be as specific as possible to enable the information to be identified easily and, if possible, indicate the timeframe which applies to your request e.g. between May 2013-December 2013.

If you are requesting **Personal Information**, please state precisely, in whose name those records are held please give any variations which may be relevant e.g. Murphy and O'Murchú. It is not usual to be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records:

Copy of minutes of meeting between Department of Education and Skills and Mr Sean Ashe on 23 rd March 2017 in relation to proposed construction of North Wicklow Educate Together Secondary School on the BRAY Institute of Further Education campus

If a solicitor is acting on your behalf, please give their name and address below:

Solicitor's Name:

Address:

Email:

Telephone:

Fax:

The staff of the FOI Unit will be happy to assist you in completing your application for information.

Our contact details are as follows:

**Freedom of Information Unit
Department of Education & Skills
Marlborough Street
Dublin 1
D01 RC96**

Telephone: 00353 1 889 2240 / 2385 / 6444

Email: foi@education.gov.ie

Signature of Applicant: _____



Date: 7/3/18

The Department of Education and Skills will use the data you provide solely for the purpose intended. The information will only be disclosed as permitted by law.