



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
Donegal Education and
Training Board

REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 2014

Details of Applicant (Please use Block letters)

Surname: _____

First Name: _____

Postal Address: _____

Home phone number: _____ Mobile number: _____

Email address: _____

If you are making the request on behalf of an Organisation/Company, please state:

Name of Organisation/Company _____

Position you hold within the
Organisation/Company _____

Form of Access:

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

- To receive copies of the records by post _____
- To view originals _____
- To inspect records _____
- Other - Please specify _____

Details of Request

In accordance with **Section 7 of the Freedom of Information Act**, I request access to records which are: *(please tick as appropriate)*

Personal

**Important: Proof of Identity must accompany this FOI request
(eg. copy of official/State photographic identity document such
as driver's licence, passport).**

Non-personal

In the space provided below, please describe the records as fully as you can. If you are requesting **Personal Information**, please state precisely, in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records: _____

Signed: _____

Date: _____

OFFICIAL USE ONLY:

Date FOI request Received: _____

Identity Verified: _____

Consent Confirmed: _____

Please return this form to:

FOI Officer,
Corporate Services Department,
Donegal ETB,
Administration Offices,
Ard O'Donnell,
Letterkenny,
Co.Donegal.

or **Email to:**
foi@donegaletb.ie