

## **Freedom of Information**

### **Introduction**

The Dental Council is subject to the Freedom of Information Act 2014. Some information, especially concerning the Dental Council's fitness to practise activities may not be released.

### **How to Make a Request**

A request for information under the Freedom of Information Act must be made in writing. The request should also be sufficiently clear for the Dental Council to identify the records sought. If the Council is not clear as to the records being sought we will contact you to seek clarification. Please contact the Dental Council office if you have difficulty in identifying the precise records which you require at Tel: 01 676 2069.

If information is desired in a particular format (e.g. paper copy or electronic where possible) this should be stated in the request. It is advisable to supply a telephone number should clarifications be needed. Requests should be marked 'Freedom of Information' and be sent to:

Dental Council  
57 Merrion Square  
Dublin 2

Requests may also be made by e-mail to: [info@dentalcouncil.ie](mailto:info@dentalcouncil.ie). Please put 'Freedom of Information' in the subject bar of your email.

### **Time Limits**

An acknowledgement will be sent within ten working days of receiving the request and a reply to your original request will be issued with 20 working days. Please contact the Dental Council if you have not received a reply within this time. Alternatively, if you have not received a reply within 4 weeks (20 working days) you can appeal directly to the Office of the Information Commissioner.

### **Decisions**

Subject to the provisions of the Act, the Dental Council may decide to:

- Grant the request
- Partly grant the request
- Refuse the request.

If the request is to be granted, whether wholly or partly, the Dental Council will determine the form and manner in which the response will be exercised, having regard to the requester's preference. The Dental Council will provide a reason if the request is refused either wholly or in part.

### **Review Procedures**

Where a decision is made to refuse access to information, a person who is dissatisfied with the initial decision, or who has not received a reply within 20 working days (4 weeks) of the receipt of the request by the Dental Council may seek an internal review. This review will be carried out by an official at a higher level than the original decision-maker. If you are still unhappy you can appeal to the Office of the Information Commissioner. This right may only be exercised when the decision is first appealed internally to the Dental Council. Requests for internal review should be submitted in writing to:

Dental Council  
57 Merrion Square  
Dublin 2

### **Fees**

There is no fee for making a request for personal information under the FOI Act. However, fees are applicable for internal reviews in cases where non-personal information is sought. Fees may be charged for the cost of photocopying and there are also charges for the search and retrieval of other information. These will be advised if applicable. There is a fee of €30 (€10 for medical card holders) for an internal review for non-personal FOI requests.

Further information can be found at [www.oic.ie/](http://www.oic.ie/)

### **How to contact us**

If you need further information, please email [info@dentalcouncil.ie](mailto:info@dentalcouncil.ie) or write to us at 57 Merrion Square, Dublin 2.