

Summary of Review Rights: Freedom of Information Act 2014

You are entitled to a review of the Maynooth University response to your Freedom of Information (FOI) request.

The Act gives you the right to seek a review of such decisions and actions where the University decides to:

- Refuse your FOI request or
- Exclude all or part of particular records or
- Give access in a form other than you requested or
- Charge a fee or deposit for access to records.

Decision on an FOI Request:

A final decision on your request will normally be sent to you within four weeks of its receipt. Where it is necessary to seek a charge or to consult with third parties, this deadline is extended appropriately. If you have not received a decision within the allotted time, you are automatically entitled to ask the University for an Internal Review of the matter.

Reasons for Decisions:

If you sought reasons for a decision made by Maynooth University, you are also entitled to an internal review of the response to that request.

Internal Review:

If you are unhappy with the decision or response to your FOI request and wish to seek a review, you can do so by contacting the **Freedom of Information Officer in writing to** Room 17 Rye Hall Extension, North Campus, NUI Maynooth, Maynooth, Co Kildare **or by email to foi@mu.ie**. A charge of €30 is required and a reduction can be made under special circumstances.

You should state:

- The details of your initial request and
- What decision or action you wish to have reviewed and
- The reasons why you believe the University's response has been inadequate.

You will normally have four weeks to appeal an FOI decision. The Internal Review is a full and new consideration of the matter carried out by a more senior member of the University.

External Review:

Where you are dissatisfied with the outcome of the Internal Review you can make a further appeal to the Information Commissioner, 6 Earlsfort Terrace, Dublin 2, D02 W773.

A charge of €50 is required and a reduction can be made under special circumstances.