

# RTB FOI Request Form



Request for access to records under Section 12 of the Freedom of Information Act 2014 (the "FOI Act 2014")

Please use BLOCK capitals.

First Name

Surname

Postal Address

Email Address

Telephone\*

*\* We may contact you in relation to your Freedom of Information request.*

**Please state preferred form of access to records requested**

**Type of records requested**

Post

Email

Personal records

Non-personal records

**Note:** The RTB is not required to search for or provide non-personal records created on or before 21 April 2012. This does not apply to requests for personal information.

## Personal information

If you are requesting personal information, please provide a copy of photographic identification, i.e. passport and a copy of proof of address, i.e. utility bill.

If you are requesting personal information of another person, please state precisely, the person's name and the type of records being requested. Requesters will not be provided with access to personal information of another person unless (where appropriate) prior written consent of the person to whom it relates has been obtained. This consent will be verified by the RTB before such a request is dealt with.

## Description of records sought

In accordance with **Section 12 of the FOI Act 2014**, I request access to the following records:

*(Please give as much information as possible of the records you are seeking to enable us to identify the relevant records)*

\*Please note, you are given the option to download a transcript of every webchat and therefore webchats are not automatically included in the search for personal data. However, if you are unable to avail of this download option and are seeking a copy of a webchat, please provide the following information in order to locate the requested chat: Name/ Email / Date of webchat.

**Note:** FOI requests sent to the incorrect postal address may not be dealt with within the statutory time limit.

To assist the RTB with locating the data you are seeking, please identify which business unit may hold the data you request, if known:

Communications and Research

Dispute Resolution

Enforcement and Legal Affairs

Finance, Governance and Risk

HR and Corporate Services

ICT

Investigations and Sanctions

Registrations, Outsourcing  
and Customer Service

Strategic Projects and Procurement

If you are requesting audio recording of a phone call with the RTB, please identify the date of the call & telephone number:

Date of call

Telephone Number

Please sign here:

Date:

Please return this form via post to the FOI Officer, **RTB, PO Box 12323, Dublin 2, Ireland**. If you wish to discuss your request please phone 0818 303037 Mon – Fri, 9am – 5pm and request to speak with the FOI Officer. We aim to respond within 20 working days from receipt of a valid request.