



**CORK COUNTY COUNCIL
COMHAIRLE CONTAE CHORCAÍ**

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

Please use BLOCK letters

DETAILS OF APPLICANT

Surname: _____

First Name: _____

Postal Address:

Contact Telephone Number: _____

Mobile Telephone Number: _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

Form of Access

My preferred form of access is:

(please tick as appropriate)

- To receive copies of records by post
- Other – Please specify _____

DETAILS OF REQUEST

In accordance with Section 12 of the Freedom of Information Act, I request access to the following records that I believe to be held by Cork County Council.

(Please tick as appropriate) Personal Non-personal

(In the space provided please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name the records are held).

I request the following records:

(if additional space is required please provide details on separate sheet & attach accordingly)

PLEASE SIGN HERE: _____

DATE: _____

If you wish to make a request to Cork County Council for access to records, you may send this form to:

**FREEDOM OF INFORMATION OFFICER,
CORK COUNTY COUNCIL,
FLOOR 14, COUNTY HALL,
CORK, T12 R2NC**

Or by Email to: foi@corkcoco.ie

Privacy & Data Protection:

Personal information collected by Cork County Council is done in order for us to process your request for records under the FOI Act 2014. Legally we can process this information as it is necessary for us to comply with our statutory/legal obligations. The protection of your personal data is a key priority for the Council and your data will be processed in line with our Privacy policy which is available at <https://www.corkcoco.ie/Privacy-Policy> or in hardcopy from our offices at County Hall, Carrigrohane Road Cork, Ireland. Should you have any questions about our privacy policy or the information we hold about you please contact us by email to dpo@corkcoco.ie or write to us at Data Protection Officer, Cork County Council, County Hall, Carrigrohane Road Cork, Ireland.