



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR

LIMERICK & CLARE
Education & Training Board

Access Request Policy

Policy Area	Corporate Services
Version	1.2
Date	Created: January 2016
Reviewed	June, 2018 March, 2021 February, 2024 May 2026 (No material changes just rewording)
Monitored	Every Three Years
Responsibility	Senior Management
Approved	20 th April 2016
<p>This policy document is an uncontrolled copy. Each staff member should consult StaffConnect for the latest version of this document.</p>	

Introduction

This policy outlines how Limerick and Clare Education and Training Board (LCETB) manages requests for access to records created or held in the course of its functions.

The ETB is committed to making appropriate information available, subject to privacy, confidentiality and the public interest. As a general principle, individuals are entitled to access their own information, which will normally be provided administratively, subject to limited exceptions.

LCETB complies fully with the Data Protection Acts 1988–2018 and the Freedom of Information Act 2014.

Purpose of Policy

This policy sets out how the ETB responds to requests for access to records held or created by the ETB in the course of the performance of its functions.

LCETB supports an individual's right to access information held about them. Where possible, access to personal data will be provided administratively, subject to certain exceptions. Where access cannot be granted through administrative means, requests may be processed under the appropriate statutory framework.

Requests may arise under a number of mechanisms, including:

- Administrative access
- Data Protection Acts
- Freedom of Information Act
- Legal processes such as court orders or discovery

Requests may also be received from third parties in appropriate circumstances, including legal representatives, An Garda Síochána, parents or guardians acting on behalf of minors or incapacitated persons, and in relation to deceased persons.

Complex, sensitive, or third-party requests will be referred to the appropriate officer, such as the Data Protection Officer or FOI Officer.

Applying for Access to Personal Information

Requests for access may be made in writing, by email or in person. The ETB will provide reasonable assistance to individuals in making a request. Requesters should provide sufficient detail to help locate the records, such as name, date of birth, address and relevant information about their interaction with LCETB (e.g. school attended and dates).

Proof of identity will be required before any personal data is released to ensure that information is disclosed only to the correct individual.

Applying for Access to Non-Personal Information

The ETB will endeavour to make available up-to-date information on its policies and procedures under which it operates, primarily through its website and on request.

Requests for non-personal information will be processed under this policy. Where requests are submitted by post or email, requesters should be aware that schools and campuses may close during holiday periods.

To avoid delay, requests may also be submitted to:

Corporate Services, Limerick and Clare Education and Training Board, Dooradoyle Road, Limerick, V94 HAC4. Tel: 061-442100 Email: corporateservices@lcteb.ie.

Exceptions and Refusals

Where access to a record or information cannot be provided directly under Administrative Access, the requester will be advised of the option to make a request under the Data Protection Acts or the Freedom of Information Act. Assistance will be provided to ensure the request is processed under the most appropriate framework.

Access may be refused in certain circumstances, including where disclosure would:

- Breach the privacy rights of another individual
- Involve legally privileged information
- Give rise to safeguarding concerns

Where access is refused, the requester will be informed of the reasons and advised of their options under relevant legislation.

Contact for FOI and Data Protection Requests

All formal Freedom of Information and Data Protection requests should be directed to:

Limerick and Clare Education and Training Board
Marshal House, Dooradoyle Road
Limerick, V94 HAC4

Tel: 061-442100

Email: foi@lcteb.ie (FOI requests)

Email: dataprotection@lcteb.ie (Data Protection requests)

Other Mechanisms for Access to Records

Records may also be accessed through formal legal or statutory mechanisms, including:

- Court orders, subpoenas, or search warrants
- Investigations by An Garda Síochána
- Requests or investigations by the Information Commissioner or Ombudsman
- Requests by officers authorised by the Minister