



Access to Information on the Environment (AIE)

Making a Request

The Access to Information on the Environment (AIE) Regulations 2007-2018 gives you the right to access environmental information held by public bodies.

To make a request under AIE Regulations, we ask that you submit your request in writing to the Freedom of Information Office as per address below;

Address:

Freedom of Information Department, South Infirmary-Victoria University Hospital, Old Blackrock Road, Cork T12 X23H

In your request we ask that you;

- Specify that you are making your request under the AIE Regulations and clearly state the environmental information that you are requesting.
- Please provide as much details as possible to enable us to process your request efficiently.
- Include your return address.

Please note that Public bodies may refuse AIE requests on certain mandatory grounds (personal information / third party information) or discretionary grounds (commercial confidentiality).

Response to my Request

On receipt of an AIE request, SIVUH will issue you with an acknowledgement letter outlining the date the request was received and the latest date by which a decision will be issued.

The South Infirmary-Victoria University Hospital (SIVUH) will notify you of the decision on your request within one month of our receiving it.

Is there a fee?

There is no fee to make a request under AIE Regulations. However, the regulations do allow a public authority to charge a reasonable fee for the cost of supplying the environmental information.

SIVUH has set the following charges:

- Search, retrieval and copying of records: €20 per hour
- Photocopy: €0.04 per sheet
- CD Rom €10

Please note that the fee may be waived where the cost is estimated at less than €100.

If I am unhappy with a decision do I have the right to Appeal?

You can request an internal review of the decision if your request for environmental information has been either wholly or partially refused, or if you believe it has not been dealt with in accordance with the provisions of the AIE Regulations. You should make this request for an internal review within one month of receiving the final decision.

Requests for internal reviews should be submitted to:

Freedom of Information Department, South Infirmary-Victoria University Hospital, Old Blackrock Road, Cork T12 X23H

If you are unhappy with the outcome of the internal review, you may ask the Office of the Commissioner for the Environmental Information (OECI) to review the matter. You should request an appeal to the OECI within one month of receiving the decision of the internal review by writing to Office of Commissioner of the Environmental Information, 6 Earlsfort Terrace, Saint Kevin's, Dublin 2.