

Document Reference Number	2.6 Freedom of Information (Autonomy, Privacy and Dignity)		
Document developed by	DCIL CEO & Support and Development Team	Document approved by	CEO & DCIL Board Members
Approval date	July 2021	Revised: Next Revision Date:	January 2023 January 2025
Responsibility for Implementation	DCIL Staff	Responsibility for review and audit	DCIL Support & Development Team

POLICY STATEMENT:

DCIL are responsible to give information on DCIL operations if requested by the appropriate parties under the Freedom of Information Act.

PURPOSE:

To ensure the appropriate and responsible passing of specific information to the public.

SCOPE:

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

PROCEDURE:

- 2.6.1 As a publicly funded organisation, DCIL is subject to requests for information from the general public with regard to all its operations, as provided for under the Freedom of Information legislation.
- 2.6.2 The Management is responsible for dealing with all requests made under FOI and all requests must be directed to the Management.

LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:

Centre for Independent Living, Carmichael House, Dublin
Freedom of Information Act 1997 & 2003

ROLES AND RESPONSIBILITIES:

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

IMPLEMENTATION PLAN:

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

REVISION AND AUDIT:

This policy will be reviewed in July 2023 by the DCIL Support & Development Team and CEO of DCIL.