

Re-use of Public Sector Information (PSI) Regulations

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If information from this Department is sought for re-use, and the information is not on this website or a website owned by this Department, a PSI request may be made to the contact details below (see 'How to make a PSI Request').

The Department of Finance currently makes information routinely available to the public in relation to its functions, activities and schemes in compliance with Section 8 (Model Publication Scheme) of the [Freedom of Information Act 2014](#). For details of the information held on the website of the Department of Finance see [FOI Publication Scheme](#).

Procedures for Making a PSI Request

Under the PSI Regulations, an individual or a legal entity may make a request in a legible form to a public sector body to release documents for re-use. Every request shall clearly indicate that it is being made for the purpose of the re-use of public sector information.

Every request made in a language other than Irish or English shall be accompanied by a translation of the request into Irish or English.

The PSI Regulations provide that a public sector body shall, on receipt of a request in respect of a document held by it to which the PSI Regulations apply, allow the re-use of the document for commercial or non-commercial purposes in accordance with the conditions and time limits provided for by the PSI Regulations.

How to Make a PSI Request

Requests to this Department to release documents for re-use under the PSI Regulations should be made in writing to:

Freedom of Information Unit, Department of Finance, Upper Merrion Street, Dublin 2, D02 R583.

Applications can also be made electronically to foi@finance.gov.ie

Timelines

The PSI Regulations provide that the Department shall generally respond to a PSI request within 20 working days from receipt of the request. Where, due to the extent or complexity of the request, processing will take longer than 20 working days from receipt of the request, the Department shall advise the requester accordingly within three weeks after the initial request was received. In such circumstances the Department should respond in full to the request within 40 working days from receipt of the request.

Fees and Charges

In accordance with Regulation 6 of the PSI Regulations, the Department may charge a fee for the re-use of documents. In general, where charges are made for the re-use of documents, the charges shall be limited to the marginal costs incurred by the Department for the reproduction, provision and dissemination of the documents.

Payment for requests can be made payable to the Department of Finance by way of bank draft, money order, postal order or personal cheque. However, requests which were submitted for non-personal information in a professional or representative capacity can only be accepted by electronic means.

Right of Appeal

The PSI Regulations provide a statutory appeals mechanism to the Office of the Information Commissioner whereby a requester may appeal against:

1. a decision of a public body to refuse to allow re-use of a document,
2. a decision of a public body to refuse to grant an exclusive right to re-use a document,
3. the imposition of a fee for re-use of a document,
4. the amount of a fee imposed, or

5. any conditions to re-use imposed by a public body.

Any appeal must be sent to the Information Commissioner in a legible form within four weeks after the notification of this Department's decision to the requester.

The Information Commissioner may grant an extension to the appeal period where he / she is of the opinion that there are reasonable grounds to allow such an extension. The Information Commissioner shall, having heard an appeal, decide whether to affirm, vary or annul the decision of the public body.

A decision of the Information Commissioner may be appealed on a point of law to the High Court.

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Further Information

Further information on the application of the PSI Regulations in this Department can be obtained from the Information and Data Governance Officer. Queries may be submitted electronically to foi@finance.gov.ie by contacting Rachel Murphy at 076 100 7724, or by writing to:

Data and Information Governance Officer, Department of Finance, Upper Merrion Street
Dublin 2, D02 R583