

A Guide to the Functions and Records of the Irish Blood Transfusion Service

**Prepared in accordance with Section 15 of the
Freedom of Information Acts, 1997 and 2003.**

April 2011

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FREEDOM OF INFORMATION ACTs 1997 and 2003

BACKGROUND INFORMATION

The Freedom of Information Act, 1997 was passed into law in 1997 and amended in 2003. The effective date for the Irish Blood Transfusion Service (IBTS) is 21 April, 1998.

The Act is a very significant legislative provision providing for Government Policy on open and accountable public service management.

The purpose of this Guide is to assist members of the public in ascertaining their rights under the Freedom of Information Act.

It provides information on the role, structure and functions of the IBTS and describes how members of the public can obtain access to information. This Guide is available on the Board's web-site www.giveblood.ie.

Information is provided on the type of documents held by the IBTS. It also provides information on means of access to information that is already available to an individual.

This Guide also explains how members of the public can obtain access to records and seek amendments to incorrect, misleading or inaccurate information.

Donors should note that there is no change in the long established practice that complete confidentiality is maintained in relation to their donations.

It is hoped that this Guide will assist members of the public to better understand the operations of the IBTS and to gain access to information held by this organisation.

This booklet is not and does not purport to be a legal interpretation of the Freedom of Information Act, 1997 or the Freedom of Information (Amendment) Act 2003.

STRUCTURE OF THE IRISH BLOOD TRANSFUSION SERVICE

Irish Blood Transfusion Service ,
National Blood Centre, James's Street, Dublin 8.
Telephone (01) 4322800. Facsimile: (01) 4322930
www.giveblood.ie

Munster Regional Transfusion Centre: St. Finbarr's Hospital, Douglas Road, Cork.
Telephone (021) 4807400. Facsimile: (021) 4313014

Limerick Centre: Carrig House, Cloghkeating Avenue, Raheen Business Park, Limerick.
Telephone (061) 306980. Facsimile: (061) 306981

Ardee Centre: John Street, Ardee, Co. Louth.
Telephone (041) 6859994. Facsimile: (041) 6859996

Carlow Centre: Kernanstown Industrial Estate, Hackettstown Road, Carlow.
Telephone (059) 9132125. Facsimile: (059) 9132163.

Tuam Centre: Unit 49, N17 Business Park, Tuam, Co Galway
Telephone (093) 70832. Facsimile: (093) 70587.

Stillorgan Centre: 6 Old Dublin Road, Stillorgan, Co Dublin.
Telephone: 1850 808808.

D'Olier Street Clinic: 2-5 D'Olier Street, Dublin 2.
Telephone: 4745000. Facsimile: 6703866.

Structure

The organisation is headed nationally by the Chief Executive who reports to the Board of the Irish Blood Transfusion Service (I.B.T.S.). The twelve Board members, including the Chairperson, are appointed by the Minister for Health and Children. The IBTS has an Executive Management Team consisting of the Chief Executive, National Medical & Scientific Director, Director of Quality and Compliance, Operations Director, Director of Human resources and Finance Director. The IBTS's activities in the Munster region are co-ordinated by the Munster Regional Transfusion Centre in Cork.

Brief History of the Establishment of the Irish Blood Transfusion Service

The National Blood Transfusion Association established in 1948 was wound up in 1965 and replaced, under the Health (Corporate Bodies) Act, 1961, by the Blood Transfusion Service Board (BTSB). The Board has its objectives set out by Statutory Instrument No. 78 of 1965, 209 of 1988, 22 of 2000 and 268 of 2003. In 1975 and 1991 respectively the Cork and Limerick Blood Transfusion Services were absorbed by the BTSB. Amendment Order SI. 22 of 2000 changed the name of the organisation to the Irish Blood Transfusion Service. Further Donor Organisation Centres were established in Carlow (2000), Ardee (2001) and Tuam (2002).

Freedom of Information Offices

The Irish Blood Transfusion Service Freedom of Information Office is located in the Board's Headquarters at the National Blood Centre, James's Street, Dublin 8. Telephone (01) 432 2800. Facsimile: (01) 432 2930. Members of the public living in any part of the country may apply for information to that address. Members of the public living in Cork, Kerry, Limerick, Clare, Tipperary and West Waterford may, if they wish, apply for information to the Munster Centre At St. Finbarr's Hospital, Douglas Road, Cork. Telephone (021) 4807400. Facsimile: (021) 4313014

Regulatory Authority

The IBTS is licensed by the Irish Medicines Board (IMB) and is subject to regular IMB inspections.

Employees

At the end of 2010 there were 633(including full, part-time, permanent & temporary) employees of the IBTS.

Irish Blood Transfusion Service Mission Statement

The IBTS is committed to Excellence in Meeting Patients Needs through the Professionalism of our Staff and the Generosity of our Donors

FUNCTIONS OF THE IRISH BLOOD TRANSFUSION SERVICE

The functions of the IBTS as set out in Statutory Instrument No. 78 of 1965, 209 of 1988, No.22 of 2000 and 268 of 2003 are as follows:

- a. to organise and administer a blood transfusion service including the processing or supply of blood derivatives or other blood products, and also including blood group and other tests in relation to specimens of blood received by the Board.
- b. to make available blood and blood products.
- c. to make available equipment or reagents suitable for use in relation to the Service.
- d. to make such charges (if any) as the Board thinks fit, for the services referred to at b., c. and d. above and, where the Minister gives any direction in relation to such charges, to comply with such direction.
- e. to furnish advice, information and assistance in relation to any aspect of the service to the Minister, any health authority or any hospital authority;
- f. to make any necessary provision for publicity in relation to the Service.
- g. to organise and administer an eye banking service.

- h. to organise, provide, assist or encourage research and the training and teaching of persons in matters relating to blood transfusion and preparation of blood products.
- i. to co-operate with other bodies with analogous scientific functions.
- j. to organise and administer a service for obtaining and assessing reports of unexpected or undesirable effects of transfusion of blood or blood components made available by the Board, including the furnishing to the Irish Medicines Board of reports of any unexpected or undesirable effects of any transfusion of such blood or blood components.
- k. To make available clotting factor concentrates which do not contain blood or blood products, and other biological medicinal agents including recombinant protein preparations, used for the treatment of coagulation disorders and other congenital or acquired disorders that are characterised by diminished levels of, dysfunctional forms of, plasma proteins.

Additionally, the IBTS functions as:

- The National Blood Group Reference Laboratory under the auspices of the World Health Organisation (WHO)
- The National Histocompatibility and immunogenetics reference laboratory
- The Heart Valve Bank
- The National Eye Bank
- The Irish Unrelated Bone Marrow Donor Registry
- The Munster Musculoskeletal Tissue Bank (pilot basis)
- The National Haemovigilance Office (NHO)

CLINICAL & DIAGNOSTIC SERVICES PROVIDED BY THE IRISH BLOOD TRANSFUSION SERVICE

The Irish Blood Transfusion Service provides the following clinical & diagnostic services:

- **Supply of human blood, blood components and derivatives including modifications for special recipients**
- **Expert advice/consultations in transfusion medicine best practice**
- **Compatibility Testing**
- **Blood Group and Investigations (antenatal)**
- **Anti D Quantitation**
- **Transfusion Reaction Investigations**

- **HLA Typing**
- **HLA Typing by DNA Analysis**
- **HLA Matched Platelet Search**
- **Bone Marrow Registry Search**
- **Platelet Antibody investigations**
- **Leucocyte Antibody investigations**

- **Apheresis Procedures**
- **Autologous Donation Programme**

It should be noted that not all services are provided on a routine basis and advance notice and discussion by telephone with the section is required. Some procedures are only available on special request by arrangement with a IBTS Medical Consultant.

TESTING PROGRAMMES RUN BY THE IRISH BLOOD TRANSFUSION SERVICE

ANTI D NATIONAL SCREENING PROGRAMME

This Anti D Screening Programme was initiated in 1994 in order to offer testing to recipients of IBTS Anti D. While all recipients of IBTS Anti D were invited to come forward for testing the emphasis was placed on those known to be at significant risk by recipients of this product in 1977 and 1978 and later this was extended to include recipients of this product from 1991 through to 1994. More recently the IBTS is targeting the recipients of products known to be infectious or potentially infectious who appear not to have come forward for testing.

Recipients are invited to attend their General Practitioner and submit a blood sample. General Practitioners are provided with sampling kits by the IBTS and testing to patients is free.

TARGETED LOOKBACK PROGRAMME

In October 1991 the testing for Hepatitis C was introduced as part of the routine blood screening process. In late 1994 early 1995 the IBTS commenced a tracing programme for patients who had received blood components from donors who were subsequently found to have Hepatitis C infection (Targeted Lookback Programme).

Some of the donors are donors who have been identified as being Hepatitis C positive and whose source of infection has been traced to the receiving of Anti D or transfusion. However the many are donors who have been identified as being Hepatitis C positive but have not received blood or blood products. The exact source of their infection may be unknown.

When a Hepatitis C positive donor becomes known to the IBTS a donation history is compiled and the recipients notified. The follow up involves making contact with the recipient through their hospital consultant or their General Practitioner.

Recipients of such donors are invited to attend their General Practitioner or attend the IBTS for testing. Further follow-up is arranged as appropriate. All such testing and consultation are without charge.

OPTIONAL TESTING OF TRANSFUSION RECIPIENTS FOR HEPATITIS C PROGRAMME

This programme is for transfusion recipients only. It is not intended for patients who have other risks for Hepatitis C. Recipients of blood transfusion (blood or blood components) in Ireland prior to October 1991 are offered screening for Hepatitis C virus by their General Practitioner.

Transfusion recipients are invited to attend their General Practitioner and submit a blood sample. General Practitioners are provided with sampling kits by the IBTS and testing to patients is free.

HIV SCREENING OF RECIPIENTS OF BLOOD OR BLOOD PRODUCTS PROGRAMME

This programme is for the recipients of blood and blood products only. It is not intended for patients who have other risks for HIV. The following persons are invited to attend their General Practitioner to discuss HIV screening:

- (i) Persons who have received red cell, platelets or plasma/plasma product transfusions up to end of 1985 (the risk of having had an infected transfusion in Ireland prior to 1981 is remote).
- (ii) Persons who received frozen plasma products up to the end of May 1987.
- (iii) Persons who received freeze-dried plasma up to December 1990.
- (iv) Persons who received non heat-treated fibrinogen or coagulation concentrates prior to October 1986.

General Practitioners are provided with a sampling pack by the IBTS. When a person presents him/herself for testing a sample will be taken and forwarded to the Virus Reference Laboratory for testing. The Virus Reference Laboratory informs the General Practitioner of the results. Consent from the individual must be obtained for the transmission of positive results from the Virus Reference Laboratory to the IBTS to allow for tracing of donors who may be implicated in the transmission.

HEPATITIS C
EX GRATIA EXPENSES SCHEME

An ex-gratia expenses scheme, administered by the IBTS, was introduced in 1994 to ensure that no person, through financial hardship, is unable to avail of screening, counselling or treatment services.

**Guidelines and Procedures For Reimbursement of Travel/Subsistence Expenses
Claims for Certain Persons who Contracted Hepatitis C Through the
Administration of Blood or Blood Products**

1. Application forms are available on request from the Accounts Department, Irish Blood Transfusion Service , National Blood Centre, James's Street, Dublin 8.
2. Applications may be submitted for contribution to expenses incurred for the following:
 - a. Babysitting expenses (to a maximum of €25.40 per day).
 - b. Taxi, bus and train expenses, such as travel to or from hospitals for appointments (receipts must be provided).
 - c. Telephone expenses (to a maximum of €6.35 per month).
 - d. Travel expenses, such as travel to or from hospitals for appointments (63 cent per mile).
3. Claimants are required to confirm that they have not accepted an award either provisional or as a single lump sum, under the scheme to compensate certain persons who have contracted Hepatitis C from the use of Anti D, whole blood or other blood products.

INFORMATION PROVIDED BY THE IRISH BLOOD TRANSFUSION SERVICE

Most information available to the general public can be given over the telephone. However in some cases it is necessary for the IBTS to receive the request in writing or to give the information to the individual in person. Information can also be requested under the Freedom of Information Act. Individual departments within the Irish Blood Transfusion Service, as indicated below, can be contacted for particular information. However, if you are unsure which department to contact you should contact the Freedom of Information Office, which will source the information for you as quickly as possible. The Freedom of Information Office also holds copies of all the IBTS's information leaflets, which are available on request. The Board's Internet address is www.giveblood.ie

If you require information in relation to donor or recipient care, if you have any medical queries or if you wish to speak with a medical officer or have a complaint you should telephone the Board's Headquarters in Dublin on **Information line 1850 731137**. If you live in the Munster region you may contact the I.B.T.S at the Munster Centre on 021 - 4807400. An officer of the Board will take details of your query and this will be passed on to the relevant department or medical officer who will return your call as soon as possible.

DONOR SERVICES

This gives an indication of the type of information held by this department which can be readily accessible. Donors should note that there is no change in the long established practice that complete confidentiality is maintained in relation to their donations. Persons seeking this information may apply to National Blood Centre, James's Street, Dublin 8. Telephone (01) 4322800. Facsimile: (01) 4322930. Persons living in the Munster Region may apply to the Munster Regional Transfusion Centre, St. Finbarr's Hospital, Douglas Road, Cork. Telephone (021) 4807400. Facsimile: (021) 4313014

- **Donor Blood Group** – after a request is made, if the donor has donated recently this information is given in writing to the individual. Where a donor has not donated for 10 years or more it is necessary for the donor have a blood sample taken by their General Practitioner for forwarding to the IBTS for blood grouping. Alternatively if the donor is medically fit and passes all the selection criteria and donates again, a repeat blood group report can be issued after this donation.
- **Donation History** – donors can request information in relation to the number of times they have donated.

- **Donor Award Ceremonies** – donors can find out if they will be included in the next ceremony and the date and venue of the ceremony, if arranged.
- **Donor Clinic Planning** – members of the public can find out when the next mobile clinic, nearest them, will be in their area and the opening times of that clinic. This information is available on www.giveblood.ie.

RECIPIENT TRACING UNIT

This gives an indication of the type of information held by this Department and which is readily accessible.

Persons seeking this information may apply to National Blood Centre, James's Street, Dublin 8. Telephone (01) 4322800. Facsimile: (01) 4322930 Persons living in the Munster Region may apply to the Munster Centre, St. Finbarr's Hospital, Douglas Road, Cork. Telephone (021) 4807400. Facsimile: (021) 4313014

- **Information leaflets in relation to Hepatitis C or HIV**
- **Personal information and copies of medical information in relation to the requester** - this application must be made in writing.
- **Requests for counselling**

FINANCE DEPARTMENT

- **Ex Gratia Expenses Scheme** – information in relation to rules and procedures and application forms for this scheme

If you have any difficulty in obtaining information please contact the Freedom of Information Office who will obtain the information to which you are entitled.

**INFORMATION LEAFLETS AVAILABLE FROM
THE IRISH BLOOD TRANSFUSION SERVICE**

- ✓ **Testing Your Blood Donation: False Positive Results:
What do they mean?**
- ✓ **Could you be a Bone Marrow Donor**
- ✓ **Blood Donor Information Leaflet**
- ✓ **Keep Blood Transfusion Safe**
- ✓ **Eligibility to Donate Blood**
- ✓ **Thank you for donating today**
- ✓ **Sorry you could not donate today**
- ✓ **Creutzfeldt-Jakob Disease – Information for Blood Donors**
- ✓ **West Nile Virus/Blood donation information**
- ✓ **Would you like to become a Platelet donor**
- ✓ **Would you like to become a Platelet donor (specific for MTRC)**
- ✓ **Donors born Outside Ireland/UK**
- ✓ **Hepatitis C and Employment – Occupational Health & Safety Information
Leaflet**
- ✓ **Anti D Recipient / Hepatitis C Virus Programme - Information for Anti D
Recipients**
- ✓ **Hepatitis C Information – For non Anti D Recipients**
- ✓ **Information for General Practitioners on the Optional Testing of Transfusion
Recipients for Hepatitis C**
- ✓ **HIV Screening of Recipients of Blood or Blood Products – Information for
General Practitioners**
- ✓ **Can You Lend A Helping Hip**
- ✓ **“O” We need more of you**

TYPES OF DOCUMENTS HELD BY THE IRISH BLOOD TRANSFUSION SERVICE

The IBTS has a wide range of documents to support its functions. They include departmental files, personnel files, finance papers, correspondence, memoranda, submissions, briefing papers, procedure manuals, plans (reorganisation, development) and reports. Other types of documents held by this organisation include agendas, newsletters, fact sheets, information leaflets and posters.

There is a large volume of departmental files. Each file contains the documents (memorandum, submissions, correspondence etc.) relating to a particular subject matter. The following list provides an indication of content covered by these records.

DEPARTMENTAL FILES BY CONTENT

Administration	In House Publications
Advertising	Insurance
Anti D	Journals
Autologous Donations & Transfusions	Laboratory Final Test Results
Blood & Blood Products	Legal
Blood Transfusion	Legislation
Board Membership	Major Accident Plan
Bone Bank	Manufacturing & Wholesale Licences
Bone Marrow	Marketing
Clinical Waste Disposal	Minutes of Meetings
Contracts	Nursing
Cord Blood Bank	Organisations
Council of Europe	Personnel
Councils & Commissions – Medical/Blood	Platelets
Diseases	Policy & Planning
Donor and Donation Affairs	Premises
Donor Awards	Public Relations
Donor Selection Guidelines	Quality Assurance
Education	Quality Control
Environmental Monitoring	Regional Centres
Equipment	Regulatory Body
Ethics	Research & Development
European Union	Statistics
Ex Gratia Payment Scheme	Superannuation Scheme
Eye Bank	Testing & Test Results
Fellowships	Tissue Bank
Financial Management	Training & Development
Freedom of Information	Transfusions
Good Manufacturing Practice	Transport
Government Bodies	Tribunal of Inquiry
Haemovigilance	Virology
Heart Valves	
Hospitals	
Industrial Relations	
Information Leaflets	

HOW TO OBTAIN ACCESS TO RECORDS HELD BY THE IRISH BLOOD TRANSFUSION SERVICE UNDER THE FREEDOM OF INFORMATION ACTs 1997 and 2003

MAKING A REQUEST UNDER THE FREEDOM OF INFORMATION ACT

1. Access to information can be obtained by making a request, in writing or on completion of a request form. This form is available from the Freedom of Information Office at The Irish Blood Transfusion Service, National Blood Centre, James's Street, Dublin 8 or at The Blood Transfusion Service Board, Munster Centre At St. Finbarr's Hospital, Douglas Road, Cork.
2. The request should state that the application is being made under the Freedom of Information Acts, 1997 and 2003. In order for the information to be identified as efficiently as possible by the IBTS, the request should contain sufficient particulars in relation to the information being requested. Also stated should be the form (e.g. paper, diskette) in which the information is being requested. Where possible we will endeavour to facilitate the form requested.
3. Within 14 days of the request reaching our offices the IBTS will acknowledge, in writing, your request. This acknowledgement will also set out your rights of appeal (included in this booklet) and the name of the officer dealing with your request.
4. Within 20 working days of the receipt of the request and after an examination of the requested information, a decision will be made to grant or refuse the request.
5. The Act also allows for a further 20 working days extension for the issuing of the information where delays may be encountered in obtaining the information. This facility may also be used where the number of requests greatly outweighs our ability to process the requests within the 20 working day period set out in the Act.
6. The Act provides that a fee may be charged for the grant of a request. Such fee would be equal to the estimated cost of the search for and retrieval of the information and the estimated cost of any copy of the information.

In addition, a fee of €15 must accompany a request under section 7 for a record or records containing non-personal information. A reduced fee of €10 applies where the requester is covered by a medical card in which case details of the medical card registration number and issuing health board together with consent to the verification of these details with the relevant health board, should be supplied. You should note that no fee is payable where the records the subject of the request relate only to personal information relating to the requester. Neither is a fee payable where the request relates to applications under section 17 or 18 of the Acts i.e. requests for amendment of records relating to personal information or requests relating to the right of a person to information regarding acts of a public body affecting the person.

IF YOU ARE PARTICULARLY AFFECTED BY AN ACT OR DECISION OF THE IRISH BLOOD TRANSFUSION SERVICE

If act or decision of the IBTS particularly affects you, you are entitled to request reasons for that act or decision. Within four weeks of receipt of an application, the IBTS is obliged to respond to you with the reasons for the decision or act and to set out any findings on any material issues of fact made for the purposes of the decision or act.

HOW TO APPLY FOR THE AMENDMENT OF RECORDS UNDER THE FREEDOM OF INFORMATION ACTs 1997 and 2003 THAT RELATE TO PERSONAL INFORMATION

APPLICATION FOR AMENDMENT OF RECORDS

- 1.** Application forms are available from the Freedom of Information Office. These may be obtained in writing, by telephone or by calling in to the office at the Freedom of Information Office at The Irish Blood Transfusion Service , National Blood Centre , James's Street, Dublin 8 or at The Irish Blood Transfusion Service , Munster Regional Transfusion Centre At St. Finbarr's Hospital, Douglas Road, Cork.
- 2.** Application forms should be completed as fully as possible giving current address, date of birth and previous addresses where appropriate. Details of the amendment and reasons for the amendment should be stated clearly.
- 3.** An acknowledgement will be sent to the requester on receipt of a completed application form.
- 4.** The Freedom of Information Office shall within 20 working days of receipt of completed application form, reply to the requester enclosing a copy of the amendment or reasons for refusal to amend. Rights of appeal will also be set out.
- 5.** In the event of any other person or public body having had access to the file under the Freedom of Information Acts, 1997 and 2003 the Freedom of Information Office shall notify them of the amendment.

RIGHTS OF REVIEW OR APPEAL UNDER THE FREEDOM OF INFORMATION ACTs, 1997 and 2003 IN RESPECT OF DECISIONS MADE BY THE IRISH BLOOD TRANSFUSION SERVICE

In circumstances where a request for access to information under the Freedom of Information Act is refused, deferred, granted in an edited form or in a form other than that sought by a requester, or where a request is granted subject to the payment of a fee, the following rights of appeal apply:

1. The decision of the Freedom of Information Officer is subject to appeal to the Chief Executive of the IBTS. The Chief Executive may affirm, vary or annul the decision.

In order to take advantage of this right, a requester must appeal within four weeks of notification of the decision of the Freedom of Information Officer (although the Chief Executive has a discretion to extend this time limit). The Chief Executive must respond with a decision within three weeks of receiving the appeal.

A fee of €75 is required before processing a request for internal review under the FOI Acts can begin. A reduced fee of €25 applies where the requester is covered by a medical card in which case details of the medical card registration number and issuing health board together with consent to the verification of these details with the relevant health board, should be supplied. No fees are payable where the request for internal review relates to a decision to charge a fee or deposit in the first instance.

2. Following the decision of the Chief Executive, an appeal is available to the Information Commissioner at 18 Lower Leeson Street, Dublin 2 (a new office established under the Freedom of Information Act). The Information Commissioner may affirm, vary or annul the decision of the Chief Executive.

In order to take advantage of this right, a requester must appeal against the decision of the Chief Executive within six months of notification of the decision.

In the case of the review of a decision by the Freedom of Information Officer or the Chief Executive to extend the time limit for consideration of a request, or to disclose technically exempt information on the basis of the public interest, an appeal is available to the Information Commissioner within two weeks of notification of the decision.

The Information Commissioner is given three months from the time of receipt of the application to respond with a decision. A fee of €150 is required before processing an appeal to the Information Commissioner under the FOI Acts. A reduced fee of €50 applies where the requester is covered by a medical card in which case details of the medical card registration

number and issuing health board together with consent to the verification of these details with the relevant health board, should be supplied.

3. There is a right of appeal to the High Court on a point of law against the decision of the Information Commissioner or the Chief Executive. Such appeal must be made within four weeks of notification of the decision.

EXEMPTIONS WHICH APPLY TO DISCLOSURE OF RECORDS UNDER THE FREEDOM ON INFORMATION ACTS 1997 AND 2003.

Under the Freedom of Information Acts 1997 and 2003, members of the public have a legal right to have access to records held by public bodies subject to certain defined exceptions. In addition, members of the public have a legal right to have personal information in relation to themselves amended where it is incomplete, incorrect or misleading;

The Act applies to all non-personal records created after 21st April 1998 and to non-personal records created prior to that date where these are necessary to understand later records. Personal records can be accessed by the people to whom they relate regardless of when they were created.

A record will not be disclosed where any of the following exemptions, specified in the Acts applies to it:

- (i) Where the record requested does not exist or cannot reasonably be found after extensive searching;
- (ii) Where retrieval of the record would be an unwarranted interference with the work of the public body;
- (iii) Where the request is frivolous;
- (iv) In certain circumstances, where the record was prepared for consideration by the Government or constitutes related briefing material.
- (v) In certain circumstances, where the record relates to the deliberations of the public body.
- (vi) Certain records relating to the functions and negotiations of public bodies.
- (vii) Records the disclosure of which would constitute contempt of court and records subject to legal professional privilege.
- (viii) Where the disclosure of the record would prejudice law enforcement functions and public safety.
- (ix) Where the disclosure of the record would adversely affect the defence or security of the state or its international relations with other states.
- (x) Where the information in the record was given in confidence to the public body.
- (xi) Where the record is commercially sensitive.

- (xii) Where the record constitutes personal information relating to a third party.
- (xiii) In certain circumstances, where the record contains information relating to research and natural resources.
- (xiv) Where disclosure of the record could reasonably be expected to have serious adverse effects on the financial interests of the State or the ability of the Government to manage the economy.
- (xv) Where a statutory provision (which has not been disapplied by the Act) prohibits the disclosure of the record.

**TO PROCURE INFORMATION UNDER THE FREEDOM ON
INFORMATION ACT, 1997 and 2003**

All requests for any information or application forms should be directed to:

Freedom of Information Office,
Irish Blood Transfusion Service,
National Blood Centre,
James's Street,
Dublin 8.

Telephone: 01-4322800

Facsimile: 01-4322930

Designated Officer at the Dublin Office:

Mr. David Burbridge, Freedom of Information Officer

OR

Freedom of Information Office,
Irish Blood Transfusion Service ,
Munster Regional Transfusion Centre,
At St. Finbarr's Hospital,
Douglas Road,
Cork.

Telephone: 021 4807400

Facsimile: 021 4313014

