

Freedom of Information Act, 2014

GUIDELINES FOR FORMER RESIDENTS OF INDUSTRIAL & REFORMATORY SCHOOLS WHO ARE APPLYING FOR ACCESS TO PERSONAL RECORDS HELD BY THE DEPARTMENT OF EDUCATION

1 General

The Department maintains records on the former residents of some 59 Industrial & Reformatory schools who were placed there by way of a Court Hearing. The records generally consist of Extracts from Registers, Database Entry (computerised version of Register), Kardex Cards, Individual pupil/family files, Medical Records, etc. It should be noted that the Department does not hold an individual file for each former resident and in quite a lot of instances, the only records available are the Database Entry and the Extract from the Register.

Many children were placed in Industrial Schools other than through the Courts, e.g. Health Board referrals, Private Arrangement, etc. In such cases, the Department generally does not hold any records. In these circumstances, it may be advisable to contact the relevant regional Office of the Health Service Executive that had responsibility for the area in which you were resident prior to your placement and / or the **Department of Health (Records Management Unit, Department of Health, Block 1, Miesian Plaza, 50-58 Lower Baggot Street, Dublin 2, D02 XW14 – Telephone 01-635 4000)** with a view to gaining access to any records, which they might hold. School management may also have retained some records of children in their care.

2 Applications

There are a number of ways in which access can be sought to personal records under the Freedom of Information Act, 2014.

A. Personal Application

The actual former resident makes an application, using the attached form, for access to personal records held by the Department. It is appreciated that not everyone will be in position to supply all the information requested. However, every effort should be made to supply as much information as possible, to allow the Department to conduct a comprehensive search of our records. The Department is most anxious that the right records go to the right person, given the nature of the material being released. To this end, we insist that the applicant accompanies his/her request with the following **forms of identification**:

- Original or Certified Copy* Photographic ID with signature e.g. Passport, Driving Licence, Public Services Card, National Identity Card,
- An original recent Household Bill or Official Correspondence,
- Original or Certified Copy* Birth Certificate or Marriage Certificate or other official document (e.g. Adoption Order) where name has changed from the name on the records sought.

All original documents will be copied for record purposes and returned.

***Certification may be obtained from your local Garda Station by presenting in person with the original document and a photocopy of same. This step is necessary in order to ensure that your personal information is not inappropriately disclosed.**

B. Application through a Solicitor

If a solicitor is making a request on your behalf, again, as much information as possible should be supplied having regard to the questions asked on the application form. The Department is most anxious that the right records go to the right person, given the nature of the material being released. To this end, we insist that the application is accompanied by the following documents:

- Written consent to release the records, if any, signed by the former resident on official headed paper from the Solicitor,
- Original or Certified Copy Photographic ID with signature of the person whose records are sought e.g. Passport, Driving Licence, Public Services Card, National Identity Card,
- Original or Certified Copy Birth Certificate or Marriage Certificate or other official document (e.g. Adoption Order) where name has changed from the name on the records sought.

C. Application through a 3rd Party

Any application being made by a 3rd Party, e.g. son, daughter, husband, wife, etc., on behalf of a former resident should also be accompanied by the following documents:

- Original or Certified Copy* Photographic ID (of person making the application) with signature e.g. Passport, Driving Licence, Public Services Card, National Identity Card,
- An original recent Household Bill or Official Correspondence (of person making the application),
- A written description of the relationship between the applicant and the former resident and under what authority the applicant is requesting information on the former resident's behalf,
- Written informed consent (see Appendix 1) signed by the former resident and Original or Certified Copy* Photographic ID with signature of former resident,
- Original or Certified Copy* Birth Certificate or Marriage Certificate (of former resident) or other official document (e.g. Adoption Order) where name has changed from the name on the records sought.

D. Application on behalf of a Deceased Former Resident

Applications on behalf of a deceased former resident of an Industrial or Reformatory school will be accepted by the Department when accompanied by the following documents:

- Original or Certified Copy* Photographic ID (of person making the application) with signature e.g. Passport, Driving Licence, Public Services Card, National Identity Card,
- An original recent Household Bill or Official Correspondence (of person making the application),
- Original or Certified Copy* Death Certificate of the former resident,
- Proof that the person making the application is the Spouse or next-of-kin of the former resident in accordance with the **Succession Act 1965 and with S.I. No. 218/2016 & 53/2017**

All original documents will be copied for record purposes and returned.

***Certification may be obtained from your local Garda Station by presenting in person with the original document and a photocopy of same. This step is necessary in order to ensure that your personal information is not inappropriately disclosed.**

The above requirements are not intended to complicate the application process but rather to protect the right to privacy of all concerned. Should you have any queries on any of the above, please do not hesitate to contact the Department where someone will assist you with your application.

All applications should be forwarded to:

**Residential Institutions Redress Unit
Department of Education
Cornamaddy, Athlone
Co. Westmeath, N37 X659
Telephone 090 – 6484139**



An Roinn Oideachais
Department of Education

APPLICATION BY FORMER RESIDENTS OF INDUSTRIAL & REFORMATORY SCHOOLS FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 2014

Please complete parts 1, 2, 3 in BLOCK LETTERS and sign the application form. Remember to include all necessary documentation (please refer to guidelines) as records, if any, will not be released until the required information is received.

1. CURRENT PERSONAL DETAILS

Name: _____ **Date of Birth:** _____

Address: _____

Telephone No.: _____ **Email Address:** _____

Please supply Maiden Name where appropriate. _____

Please indicate if you do not wish any of the above details to be used to contact you: _____

2. DETAILS OF INDUSTRIAL SCHOOL ATTENDED

Name & Location of School(s) attended: _____

School Reference number: _____

Approximate Years of Entry and Discharge: _____

3. DETAILS OF FAMILY

Name of Mother: _____ **Name of Father:** _____

Address before Placement: _____

Names of any brothers and sisters who may or may not have been in an Industrial School:

Please supply any additional information here, which you feel may prove useful in locating your records, e.g. any other name by which you were known in the school, a copy of documentation you may have received from the school management, details of placement after being discharged from the school, etc.

Data Protection Privacy Statement

The Department of Education, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires certain personal data in order to process your request under the Freedom of Information Act 2014. Your personal data may be exchanged with other public bodies or education/training organisations in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

I have read the attached guidelines and have included a form of identification and confirmation of my address with my application. I understand that my records will not be released to me without this form of identification.

Please tick box

Signed: _____

Date: _____

Office Use Only

Date FOI Request Received: _____

Identity Verified: _____



An Roinn Oideachais
Department of Education

APPLICATION BY (A) SOLICITORS, (B) 3RD PARTY OR (C) IN RESPECT OF A DECEASED FORMER RESIDENT OF INDUSTRIAL & REFORMATORY SCHOOLS, FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 2014

If applying on behalf of another person or deceased relative, please complete section A **in respect of your own details** and sections B, C, D in respect of the person whose records are being sought. Please complete all sections in **BLOCK LETTERS** and sign the application form. Remember to include all necessary documentation (please refer to guidelines) as records, if any, will not be released until the required information is received.

A. PERSONAL DETAILS OF APPLICANT:

Name of Applicant: _____
Address: _____
Telephone No.: _____ **Email Address:** _____
Relationship to the former resident: _____
Please indicate if you do not wish any of the above details to be used to contact you: _____

B. PERSONAL DETAILS OF FORMER RESIDENT

Name: _____ **Date of Birth:** _____
Address: _____
Telephone No.: _____ **Email Address:** _____
Please supply Maiden Name where appropriate: _____

C. DETAILS OF INDUSTRIAL SCHOOL ATTENDED

Name & Location of School(s) attended: _____

School Reference number: _____
Approximate Years of Entry and Discharge: _____

D. DETAILS OF FORMER RESIDENT'S FAMILY

Name of Mother: _____ Name of Father: _____

Address before Placement: _____

Names of any brothers and sisters who may or may not have been in an Industrial School: _____

Please supply any additional information here, which may prove useful in locating records, e.g. any other name by which the former resident was known in the school, a copy of any documentation received from the school management, details of placement after being discharged from the school, etc.

Data Protection Privacy Statement

The Department of Education, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires certain personal data in order to process your request under the Freedom of Information Act 2014. Your personal data may be exchanged with other public bodies or education/training organisations in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

I have read the attached guidelines and have included a form of identification with my application. I also include relevant written consent and/or proof of entitlement to get the records. I understand that it is not usual to be given records of another person unless you have obtained the written consent of that person. Entitlement to records in respect of a Deceased person is also outlined in the guidelines.

Please tick box

Signed: _____ Date: _____

Office Use Only

Date FOI Request Received: _____

Identity Verified: _____

Consent Confirmed: _____

CONSENT FORM

I _____ (Former resident's name in BLOCK LETTERS) am fully aware of the information being requested about me under the Freedom of Information Act, 2014 and hereby give my voluntary informed consent for _____ (Applicant's name in BLOCK LETTERS) to obtain the documents requested in the Freedom Of Information application form.

Signed: _____ (Former Resident)

Date: _____