

SAMPLE FOI CLAUSES/NOTICES

Please note that these are just examples for discussion only. They may not be 100% correct and should not be taken as legal advice.

We will be subject to the Freedom of Information Act from 1st January 2000 (“the Act”). Further details of the authority’s policy and your rights can be found at ...

As part of our duties under the Act, we may disclose information, forming part of your tender or contract, to anyone who makes a request. We may also publish some of the information you give to us in our publication scheme required under the Act.

Before releasing any information we will consult you and have regard to your comments or objections.

If you wish to discuss this issue further please contact...

EU Contract Notices

Example from Galway Council:

The contracting authority undertakes to use its best endeavours to hold confidential any information provided in the proposal submitted, subject to the contracting authority's obligations under law, including the Freedom of Information Act 1997. If the applicant considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The contracting authority will then consult with the applicant in considering any request received under the Freedom of Information Act 1997 before replying to such a request.

Similar information found on nearly all Irish Notices

The House of Lords and the House of Commons, acting through the Parliamentary Works Services Directorate:

The House of Lords and the House of Commons are Public Authorities within the meaning of the Freedom of Information Act 2000 and all correspondence received will be dealt with in accordance with the Act.