

Refusal Notice Checklist

Qualified Exemption

- Confirm or deny whether the requested information is held (unless to do so would constitute disclosure of exempt information).
- If the information is not going to be released, state which qualified exemption applies.
- Explain why the exemption applies.
- Explain the public interest arguments that have been considered when deciding upon disclosure.
- Outline the Department's internal review procedure.
- Provide details of the right to appeal to the Information Commissioner

Absolute Exemption

- Confirm or deny whether the information is held (unless to do so would constitute disclosure of exempt information).
- If the information is not going to be released, state which absolute exemption applies.
- Outline the Department's internal review procedure.
- Provide details of the right to appeal to the Information Commissioner.

Cost Exceeds the Appropriate Limit

- Confirm or deny whether the information is held (unless to do so would constitute disclosure of exempt information)
- Where the cost exceeds the appropriate limit, state what this cost is.
- Provide advice and assistance if possible. Advise what steps could be taken by the applicant to make the request fall within the appropriate limit (e.g narrowing the scope of the request), or
- Provide what information could be produced within the appropriate limit.
- Outline the Department's internal review procedure.
- Provide details of the right to appeal to the Information Commissioner.

Request is Vexatious or Repeated

- Confirm or deny whether the information is held (unless to do so would constitute disclosure of exempt information).
- Explain why the request is considered to be vexatious or repeated.
- Outline the Department's internal review procedure.
- Provide details of the right to appeal to the Information Commissioner.
- N.B The Department is not obliged to issue a refusal notice if it has already issued a notice in relation to a similar repeated or vexatious request from the same person or persons acting in concert.