



**An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2**

**Department of Foreign Affairs and Trade
Dublin 2**

22nd June 2015

Our Ref: FOI/REQ/2015/048

Mr David Yip
Irish Mail on Sunday
3rd Floor, Embassy House
Herbert Park Lane
Ballsbridge
Dublin 4

Dear Mr Yip

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

All records in your attendance/flex-time recording systems showing, in respect of every employee, the surplus or deficit carried over by each person at the end of each four-week period from 11 May 2014 to 10 May 2015.

The actual surplus/deficit attaching to each person is personal information and I am refusing the release of this information under Section 37(2) of the Freedom of Information Act 2014. Given the large number of staff involved, providing anonymised records would cause an unreasonable disruption to the work of the relevant section of this Department and I am therefore also refusing the request on administrative grounds under Section 15(1) (c) of the Act.

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to foi@dfat.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfat.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely

Michelle Ryan
Human Resources