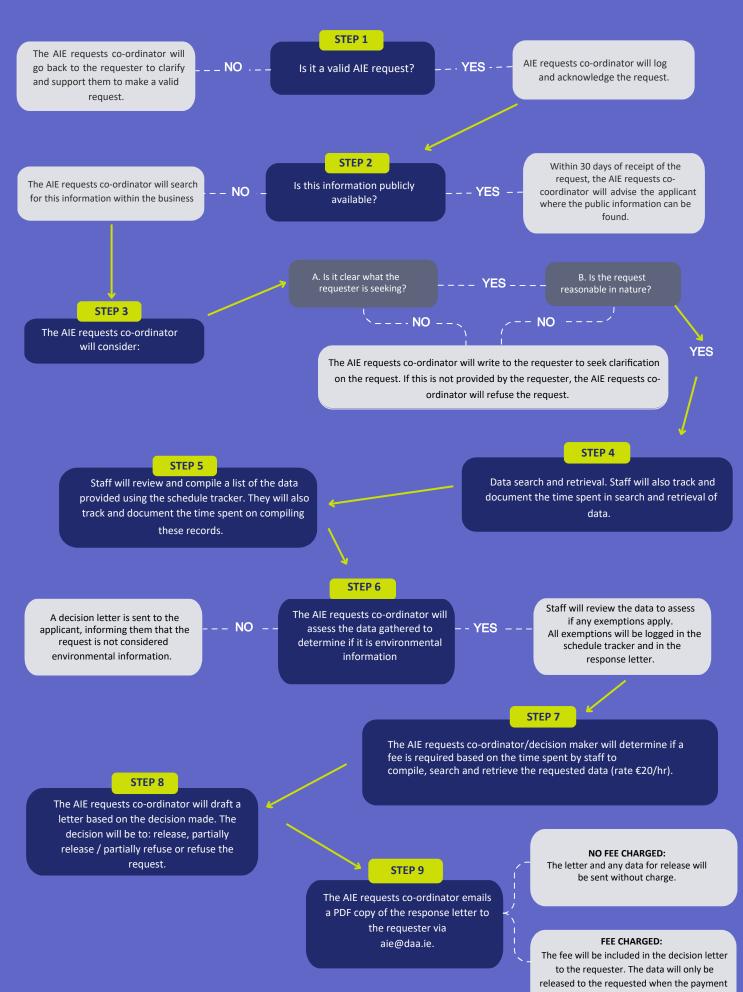# Processing an AIE Request

Someone sends an AIE request into the aie@daa.ie inbox.
What happens next?

daa

The AIE requests co-ordinator will go back to the requester to clarify and support them to make a valid request.

— NO — — **STEP 1** — Is it a valid AIE request? — YES — — AIE requests co-ordinator will log and acknowledge the request.

The AIE requests co-ordinator will search for this information within the business

— NO — — **STEP 2** — Is this information publicly available? — YES — — Within 30 days of receipt of the request, the AIE requests co-coordinator will advise the applicant where the public information can be found.

STEP 3 — The AIE requests co-ordinator will consider:

A. Is it clear what the requester is seeking? — YES — B. Is the request reasonable in nature?

NO / NO

YES

The AIE requests co-ordinator will write to the requester to seek clarification on the request. If this is not provided by the requester, the AIE requests co-ordinator will refuse the request.

STEP 4 — Data search and retrieval. Staff will also track and document the time spent in search and retrieval of data.

STEP 5 — Staff will review and compile a list of the data provided using the schedule tracker. They will also track and document the time spent on compiling these records.

A decision letter is sent to the applicant, informing them that the request is not considered environmental information.

— NO — — **STEP 6** — The AIE requests co-ordinator will assess the data gathered to determine if it is environmental information — YES — — Staff will review the data to assess if any exemptions apply. All exemptions will be logged in the schedule tracker and in the response letter.

STEP 7 — The AIE requests co-ordinator/decision maker will determine if a fee is required based on the time spent by staff to compile, search and retrieve the requested data (rate €20/hr).

STEP 8 — The AIE requests co-ordinator will draft a letter based on the decision made. The decision will be to: release, partially release / partially refuse or refuse the request.

STEP 9 — The AIE requests co-ordinator emails a PDF copy of the response letter to the requester via aie@daa.ie.

NO FEE CHARGED:
The letter and any data for release will be sent without charge.

FEE CHARGED:
The fee will be included in the decision letter to the requester. The data will only be released to the requested when the payment is received by daa.