



ACCESS TO INFORMATION

The Armagh Planetarium is a transparent and open organization and we publish a great deal of information about what we do on this website which you can access by using the search facility clearly marked on our home page. However there may be other issues about which you would like further information and in this part of our website we explain how you can get such information.

SUBJECT ACCESS REQUESTS UNDER THE DATA PROTECTION ACT 1998

If you want to ask us for information which we may hold about you personally then this will be dealt with under the Data Protection Act 1998. This would include information relating to employment and training records – anything which is limited to you as a person whether as an employee or partner of any kind.

If you wish to make such a request you should write to Mr Lawrence Young, Administrator, Armagh Planetarium, College Hill, Armagh, BT61 9DB, e-mail: lfy@arm.ac.uk specifying the kind of information you wish to be made available to you and enclosing proof of identity.

FREEDOM OF INFORMATION ACT 2000

Publication Scheme

In order to comply with the Freedom of Information Act 2000 organizations such as ours in receipt of public funds have to routinely publish information which we hold whenever possible.

The Information Commissioner, who is responsible for monitoring and enforcing compliance with the Freedom of Information Act 2000, has drawn up a Model Publication Scheme for all public sector organizations, which we have decided to adopt and commit to. The Model Publication Scheme can be found at: [http://www.ico.gov.uk/what we cover/freedom of information/publication schemes.aspx](http://www.ico.gov.uk/what_we_cover/freedom_of_information/publication_schemes.aspx)

The Commissioner has also published a Definition Document for Non-Departmental Government Bodies setting out in some detail what his minimum expectations for such bodies are and which we have decided to adopt and commit to. The Definition Document for Non-Departmental Government Bodies can be found at: [http://www.ico.gov.uk/Home/what we cover/freedom of information/publication schemes/definition document ndpb ni.aspx](http://www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes/definition_document_ndpb_ni.aspx)

We have reviewed the information we routinely put into the public domain to ensure we are compliant with the Definition Document. You will be able to see where we don't hold relevant information or where for some reason we have decided not to routinely disclose information identified in the Definition Document by referring to our Publication Scheme Guidance to Information on our website at: www.armaghplanet.com/html/freedom_of_info.html

Most of the information we routinely make available can be accessed through our website by using the search facility. Such information is continually updated. If you cannot find information through the search engine and we have indicated in the Definition Document that the information is routinely available, this may be because the information cannot be loaded onto our website. In such circumstances please contact Mr Lawrence Young at the address noted above and ask for the information to be provided to you.

Accessing information which is not included in the Publication Scheme.

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As an open and transparent organization we are committed to routinely publishing as much information as possible; however if you want information which is not on our website or otherwise available through our guide to information you may ask us for it in accordance with further provisions of the Freedom of Information Act 2000 and of the Environmental Information Regulations 2005. Requests for such information should be sent to Mr Lawrence Young at the address noted above.

By law we have to deal with such requests within 20 working days. If you make a request and are not satisfied with the way in which we deal with it you may ask us to review any decision we make. If you wish to undertake such a review you should write to Dr Tom Mason, Director, Armagh Planetarium, College Hill, Armagh, BT61 9DB, e-mail: tom@armaghplanet.com

If you remain dissatisfied at the conclusion of any review you may complain to the Information Commissioner whose address is:

The Information Commissioner's Office – Northern Ireland
51 Adelaide Street
Belfast
BT2 8FE
Telephone: 028 9026 9380
Fax: 028 9026 9388
Email: ni@ico.gsi.gov.uk

Fees and Charges.

No charges will be made for any information accessed via our website. For any information which is provided in hard copy our rates for photocopying, reformatting and postage will be as follows:

A4 page charges 5p per page. If we need to do any work to format or otherwise manipulate the data there may be a small charge to cover staff time and postage. For large amounts of printed information we will charge to cover our costs.

If you want any further information about the provision of information or have any difficulty accessing information provided on our website please contact Mr Lawrence Young at the address noted above.