



Freedom of Information Publication Scheme

February 2021

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1.0 INTRODUCTION

1.1 What is a Publication Scheme?

Waterways Ireland is a North South Implementation Body and is not a designated public body under Freedom of Information (FOI) legislation. We operate under the terms of the Freedom of Information Code of Practice for North South Implementation Bodies and Tourism Ireland Ltd, a copy of which is available on our website <https://www.waterwaysireland.org/>

The primary objective of the FOI Code of Practice is to facilitate access by members of the public to information held by the North/South Implementation Bodies and aims to increase greater openness, accountability and public confidence in the workings of the North South Bodies.

Waterways Ireland's Publication Scheme provides guidance on what information is routinely available within the organisation and where to access or obtain it.

This Scheme can be provided in hard copy or in alternative formats as appropriate by contacting the Freedom of Information Officer, see Section 1.3.

1.2 Responsibility for the Scheme

The Corporate Services Section is responsible for maintaining the publication scheme and dealing with all FOI requests.

1.3 Freedom of Information Officer

The Freedom of Information Officer can be contacted at:

Name: Roisin MacRory
Email: informationrequest@waterwaysireland.org
Tel: +44 (0)28 6634 6216
Post: Freedom of Information Officer, Waterways Ireland, 2 Sligo Road, Enniskillen, Co Fermanagh, BT74 7JY

2.0 CLASSES OF INFORMATION

A large amount of information is already available on the Waterways Ireland website <https://www.waterwaysireland.org>. If you cannot find what you are immediately seeking, contact the Freedom of Information Officer to see how the information can be sourced as it may be information that will be issued on request.

The classes of information we publish include:

- a) Information about Waterways Ireland – who we are and what we do
- b) The services we offer
- c) Plans and strategy
- d) Financial and procurement information
- e) FOI Disclosure Log and other information published routinely

a) Who we are and what we do

Description	Website	Alternative Format	Social Media
About Us	✓	✓	
Our Work	✓	✓	
Operational and Business Development Programmes	✓	✓	
Research Reports	✓	✓	
Current Vacancies	✓		✓
Organisation Structure		✓	

b) The services we offer

Description	Website	Alternative Format	Social Media
Press Releases	✓	✓	✓
Marine Notices	✓	✓	✓
Waterways Ireland Events Programme (<i>open annually for applications</i>)	✓	✓	✓
Oral History Collection	✓		✓
Heritage in the Community Grants Programme (<i>open annually for applications</i>)	✓		✓
Community Engagement Toolkit for Inland Waterways	✓		
Stories from the Waterways	✓		
Education and learning resources	✓		
Webshop ¹ , where you can purchase a full range of smart cards, maps, navigation guides, books and promotional brochures. You can also choose to download and view the free brochures online.	✓		
Navigation guides (online mapping resource)	✓		

c) Plans and Strategy

Description	Website	Alternative Format	Social Media
Annual Report	✓	✓	
Public Consultations	✓	✓	✓
Corporate Plan	✓	✓	
Heritage Plan	✓	✓	
Tourism Masterplan for the Shannon 2020-2030	✓	✓	

¹ Charges will apply to publications, maps, charts, etc. See Appendix A for more detail.

Description	Website	Alternative Format	Social Media
Guidelines for the Conservation of Built Heritage	✓	✓	
Built Heritage Surveys	✓		
Ecological Surveys	✓		
Heritage Boat Survey	✓		
Product Development Studies	✓		
Consultation documents	✓	✓	
Human Resource Policies		✓	
Employee Code of Conduct	✓	✓	
Waterways Ireland Safety Statement		✓	
Health & Safety Policies		✓	
Equality Scheme		✓	
Access for All Policy		✓	
Annual Equality Work Programme		✓	
Annual Section 75 Reports to the Equality Commission		✓	
Equality Impact Assessment		✓	
Customer Services Strategy	✓		
Customer Charter	✓		
Customer Queries/Complaints Procedure	✓		

d) Financial & Procurement Information

Description	Website	Alternative Format	Social Media
Financial Memorandum	✓	✓	
North/South Accounting Guidance	✓	✓	
Prompt Payment Reports	✓	✓	
Protected Disclosures	✓	✓	
Register of Interest		✓	

e) FOI Disclosure Log and Other Information to be Published Routinely

Description	Website	Alternative Format	Social Media
Access to Information on the Environment (AIE) Statistics	✓	✓	
Freedom of Information	✓	✓	

3.0 Rights of Access to Information

Should you require information from us that is not already publicly available, you can request it directly from us under the following:

- 3.1 Freedom Information Code of Practice** obligates Waterways Ireland to respond to requests about the information which it holds and to create a right of access to that information. The rights to request and access this information are subject to exemptions which we take into consideration before deciding what information can be released.

A request for information held by us should be made by email or in writing to the Freedom of Information Officer, details at Section 1.1 above.

You will need to provide us with a reply address and describe the information you wish us to provide. The description should contain sufficient particulars to enable the information sought to be identified by the taking of reasonable steps.

- 3.2 Environmental Information Regulations (EIR)** – create an information request route for people to access information held by us on the environment. Requests for information under EIR should be directed to the Environmental Information Regulations Officer at:

Name: Paula Treacy
Email: informationrequest@waterwaysireland.org
Tel: +353 (0)61 922148
Post: Environmental Information Regulations Officer, Waterways Ireland, Scarriff Harbour, Dock Road, Drewsborough, Scarriff, Co Clare, V94 H7N1

- 3.3 Data Protection Acts / General Data Protection Regulations (GDPR)** – under these regulations individuals have a right of access to information held about them by Waterways Ireland (this is subject to some exemptions). These requests are known as Subject Access Requests (SARs) and must be submitted in writing by email or post to the **Data Protection Officer** at:

Name: Roisin MacRory
Email: informationrequest@waterwaysireland.org
Tel: +44 (0)28 6634 6216
Post: Data Protection Officer, Waterways Ireland, 2 Sligo Road, Enniskillen, Co Fermanagh, BT74 7JY

Further information is available on the Waterways Ireland Data Protection Policy available at <https://www.waterwaysireland.org/privacy-notice>. The Waterways Ireland GDPR Privacy Notice tells you what to expect when we collect your personal information.

3.4 Can I Obtain the Information in Other Formats?

If you require any of the information in a different format, such as paper, large print, other language, etc please contact the Freedom of Information Officer, details at Section 1.3.

4.0 Charges

There will be no charge made by Waterways Ireland for information which is available on our website. You may have to pay any charges made by your Internet Service Provider, personal printing costs, etc.

There are publications available to purchase on our Webshop (see Appendix A) that are only available on receipt of payment. Where such charges apply, this is clearly identified against individual documents.

For those without Internet access, a single printout of the information contained on our website is available on request from the Freedom of Information Officer, details at Section 1.3.

5.0 Copyright

The material available through this Publication Scheme is subject to Waterways Ireland's copyright unless otherwise indicated. If you wish to reproduce Waterways Ireland materials, please contact our Marketing & Communications section on +44 (0)28 6634 6205 or +353 (0)71 9650787 or email info@waterwaysireland.org for permission. You must undertake to reproduce the information accurately and to ensure that it is not used in a misleading manner. Where any of the copyright items in this Scheme are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders.

6.0 Complaints

We have an obligation to make information available in the manner described within this Scheme. Should we receive any complaints about failure to do so, these will be investigated in the first instance by the Waterways Ireland Freedom of Information Officer (details at Section 1.3) who will reply within 15 working days.

If you are not satisfied with this reply, you can write to the Waterways Ireland Internal Reviewer, Waterways Ireland, 2 Sligo Road, Enniskillen, who has responsibility for Freedom of Information within Waterways Ireland. Again you will receive a response within 15 working days.

In all cases, your complaint will be fully investigated and treated in confidence.

APPENDIX A

Publications available on the Waterways Ireland Webshop

<http://www.shopwaterwaysireland.org/Products.aspx>

Charts & Guides	RRP Sterling £	RRP Euro €
Guide To The Barrow	12.00	13.50
Guide To The Royal Canal	8.90	10.00
Guide to the Grand Canal	8.90	10.00
Lough Erne Activity Map and Easy to Use Navigation Guide	7.80	8.80
Navigational Guide to the Shannon and Erne Waterways	13.35	15.00
European Map & Concise Directory (Euro mapping)	14.20	16.00

Books	RRP Sterling £	RRP Euro €
Irelands Inland Waterways Celebrating 300 Years	13.30	14.99
River Bann And Lough Neagh Pilot By Michael B Savade	20.00	22.50
The Grand Canal Of Ireland By Ruth Delany	11.30	12.70
Nature On Irish Canals	3.90	4.40
The Shannon Navigation By Ruth Delany	26.60	29.95
Irelands Royal Canal 1789-2000 By Ruth Delaney & Ian Bath	21.35	24.00
Fine Lines – Clear Water	13.35	15.00
Lough Erne (Photo Book)	20.00	22.50
The River Shannon (By Aiveen Cooper)	22.20	25.00
Walking the Royal Canal	8.90	10.00

Prices at February 2021