

## **How to respond**

Comments about the draft Spring Traps Order should be sent to the following and should arrive no later than **14<sup>th</sup> October 2011**.

### In writing to

Chris Savage  
Department of the Environment  
Environmental Policy Division  
Goodwood House  
44/58 May Street  
Belfast  
BT1 4NN

### Or by e-mail to:

[Chris.savage@doeni.gov.uk](mailto:Chris.savage@doeni.gov.uk)

## **Freedom of Information Act 2000 – confidentiality of consultation responses**

The DOE may wish to publish responses to this consultation.

In addition, your response may be disclosed on request as DOE is only able to refuse disclosure in very particular circumstances. Therefore, you are advised to read the information below before sending a response to this consultation. It provides guidance on the legal position of any information given by you.

The Freedom of Information Act gives the public a right of access to any information held by a public authority, namely, the Department in this case. This right of access to information includes information provided in response to a consultation. The Department cannot automatically consider as confidential information supplied to it in response to a consultation. However, it does have the responsibility to decide whether any information provided by you in response to this consultation, including information about your identity, should be made public or be treated as confidential. If you do not wish information about your identity to be made public please include an explanation in your response. This means that information provided by you in response to the consultation is unlikely to be treated as confidential, except in very particular circumstances. The Lord Chancellor's Code of Practice on the Freedom of Information Act provides that:

- the Department should only accept information from third parties in confidence if it is necessary to obtain that information in connection with the exercise of any of the Department's functions and it would not otherwise be provided;

- the Department should not agree to hold information received from third parties "in confidence" which is not confidential in nature;
- acceptance by the Department of confidentiality provisions must be for good reasons, capable of being justified to the Information Commissioner;

Should you require further information about the confidentiality of responses, please contact:

Information Commissioner's Office – Northern Ireland  
51 Adelaide Street  
Belfast BT2 8FE  
Telephone number: 028 9026 9380  
Fax No: 028 9026 9388

Or see website at:

[www.ico.gov.uk/about\\_us/regional\\_offices/northern\\_ireland.aspx](http://www.ico.gov.uk/about_us/regional_offices/northern_ireland.aspx)