

# **Freedom of Information - Fees Policy**

## **Here you will find out how much we charge for different types of requests for information**

We are committed to meeting our obligations under Freedom of Information and other access legislation as decreed by government.

We will consider all requests for information on their merits and aim to send a response within 20 working days, or 40 calendar days for requests for personal information, handled under the Data Protection Act. If we are unable to give an answer within the allotted time we will let you know, and tell you how much longer we need.

### **Requests for Personal Information under the Data Protection Act**

We reserve the right to charge for these requests and will let you know if we intend to do so. The maximum we can charge is £10, and this includes any photocopying we need to do.

### **Requests for Information under the Freedom of Information Act**

#### **Under £450 (*The Appropriate Limit*)**

Where a request would cost us less than £450 or would take us less than 2.5 days, (18 hours @ £25 per hour-the appropriate limit laid down by government) to satisfy, we are not permitted to charge except for the cost of actually supplying the information. In calculating whether the appropriate limit has been met we are entitled to take into consideration the time involved in

- i) determining whether we hold the information requested;
- ii) locating the information or documents containing the information;
- iii) retrieving such information or documents; and
- iv) extracting the information from the document containing it, including any necessary editing.

The costs we are permitted to charge where the appropriate limit has not been met, also known as *disbursements*, cover photocopying, providing floppy discs for CDs, translation, postage and other forms of transmission. Where the calculated fee is less than £10.00 no fee will be levied. The rates in the table below will be charged for disbursements.

## **Disbursement Costs**

<b>Description</b>	<b>Paper Size</b>	<b>Cost per page/ item</b>
Black and white copy	A4	8p
Black and white copy	A3	12p
Colour copy	A4	50p
Colour copy	A3	75p
Floppy disc	-	50p
CD-Rom	-	75p
CD R/W	-	£1.50
Fax (UK)	A4	8p

### **Over 2.5 days**

The Freedom of Information Act gives public bodies two options for handling difficult or voluminous requests. We can charge or refuse to answer the request. First we will inform you that your request will exceed the appropriate limit and discuss ways in which you can reduce your request to bring it within the appropriate limit.

If a request cannot be brought within the appropriate limit or where we have decided to answer requests which would take us longer than 2.5 days or cost more than the appropriate limit to respond to and are not subject to an exemption, we will charge for staff time at the rate of £25 per hour, as well as applying the rates for disbursements set out in the table above.

### **Charges for Environmental Information**

The Environmental Information Regulations set no limit for these types of request. If you give us a maximum limit we will tell you how much information we can give you up to that amount.

If we receive no maximum limit, and we feel the request is particularly large or complex, we will refuse. We will tell you that we are refusing and provide further guidance which may help you reduce the size of your request.

Our disbursement costs are those included in the table above.

### **Opportunity to Inspect**

If there is a large amount of information in connection with a request, or if we feel you would benefit from viewing this on site, where University staff will be able to provide advice, we will offer you the chance to make an appointment to view at no cost to you (other than your travel costs).

## **Persons with a Disability**

If a person requires information in an alternative format, owing to a disability, there will be no charge for the cost of providing the information in the alternative format. Other disbursement costs will apply as normal. A disabled person will not be penalized if a request for an alternative format exceeds the £450 limit.

The University will seek to accommodate the needs of Northern Ireland residents whose first language is not English.