



FREEDOM OF INFORMATION POLICY

GP12

We have a statutory duty to respond to requests for information made under the Freedom of Information Act 2000. We provide reasonable assistance on how to request any public information that we hold.

The Freedom of Information Act 2000 ("the Act") provides for a general right of access to information held by us or by those providing services.

The Act is regulated by the Information Commissioner who can be contacted:

- by post at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- by telephone on 08456 306060 / 01625 545745
- by fax on 01625 524510
- by email via an online enquiry form available on the Information Commissioner's website (see useful links to the right)

We should respond to a request for information within 20 working days unless one or more exemptions apply. We will inform you if exemptions do apply.

There are a number of exemptions to the general right of access to information (for example, commercial sensitivity or data protected by the Data Protection Act).

Subject to the exemptions, any person who makes a request for information must be informed whether we hold that information and, if we do, we must provide that information. A fee may be charged for the information if it is provided.

The request for information must satisfy the following criteria:

- it must be in writing (email accepted)
- state the name of the applicant
- state an address for correspondence (can be email)
- describe the information requested.

We can ask for clarification from the person making the request to ensure that we have understood what is wanted.

As required by the Act, we maintain a publication scheme setting out the classes of information which we publish (or intend to publish) and specifying the manner of publication and whether any fee is to be charged for the information.

An acknowledgement will be forwarded as soon as possible following receipt of a request for information. A full response will be forwarded within 20 working days unless any of the statutory exemptions apply.