ABOUT THE FREEDOM OF INFORMATION (FOI) ACT 2000



- From 1st January 2005 it is the LAW
- **Anybody** can request to see information we hold
- It should be a **written** request (includes emails)
- They do not need to say why they want the information
- They **do not** have to mention the FOI Act
- We have a duty to supply the information within 20 working days, preferably in the manner they request
- There are only LIMITED circumstances in which we can refuse access to information (where a specific exemption applies)

DEALING WITH REQUESTS FOR INFORMATION

- 1) Deal with the request as soon as you can
- Continue to respond to routine enquiries for information "business as usual" (e.g. prospectus / service material)
- 3) If the information is already available (e.g. website / leaflet) inform the applicant where they can find it
- 4) If you get an information request from a journalist **or** other media contact, refer it to the Public Relations Office
- 5) If you are not happy to release some/all of the information, or you are unsure about how to respond to the request, seek advice from your FOI Advisor or contact the FOI & Records Manager

ESSENTIAL ADVICE

- If you reply to a written request or complaint, keep a record of your response
- If you forward a request to somebody else, inform the applicant, where possible
- Contact your FOI advisor if you receive any unusual requests
- Get your files in order. Make sure that you can find information (paper and electronic) Learn more at http://www.lboro.ac.uk/admin/ar/policy/foi/
- Remember a request may be received that asks for information created by **YOU**

