

## **FREEDOM OF INFORMATION**

### **1. Introduction**

- 1.1 The University considers that proactive publication of information is important, and will take steps to ensure that as much information as practicable is published through the Publication Scheme, or otherwise through the University's website.
- 1.2 Information that is not published will be available on request, subject to the application of any relevant valid exemption under the Freedom of Information Act 2000 (the Act).

### **2. Scope**

- 2.1 The policy covers all information in the University's possession, irrespective of age, format or location.
- 2.2 It includes wholly owned subsidiaries of the University, but excludes the Student's Union, which is a separate body and not subject to the Act.

### **3. Roles and responsibilities**

- 3.1 The Registrar and Secretary has overall responsibility for Freedom of Information at the University of Essex, and is the owner of this policy.
- 3.2 The Information Assurance team manages the response to requests and ensures compliance with the Act, including making decisions on the application of exemptions.
- 3.3 In addition, the Information Assurance team produces and maintains the publication scheme. for the University and the wholly owned subsidiaries.
- 3.4 The Information Assurance Manager provides any necessary training and support, which may be delivered through the Information Champions network.
- 3.5 All staff should be aware of the implications of the Act and identify and pass on Freedom of Information requests to the Information Assurance team without delay.
- 3.6 The qualified Person for determining the application of the Section 36 exemption (prejudice to the conduct of public affairs) is the Vice Chancellor.

### **4. Publication Schemes**

- 4.1 The University maintains a Publication Scheme, which is made available through the University website. In addition, it maintains publications schemes for its wholly owned subsidiaries. Schemes are updated as required. Hard copy of publications included can be obtained through the Information Assurance office.

### **5. Individual requests for information**

- 5.1 Requests for information not published on the University website or through the University's Publication Scheme should be made to the Information Assurance Office.
- 5.2 Information about how to make a requests, and how requests are handled, is published on the website.

## **6. Fees and charges**

- 6.1 Information that is available via the University website is available free of charge. The first hard copy of Publication Scheme information is also available free of charge, although the University does reserve the right to make an administrative charge if necessary. Requests for multiple hard copies of Publication Scheme information are charged for "at cost".
- 6.2 Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

## **7. Complaints**

- 7.1 The University publishes separate information about complaints relating to requests for information on its website. This includes requests for review of any decision to withhold information requested under a relevant exemption. Hard copy of this information is available through the Information Assurance office on request.

## Policy information

<b>Title</b>	Freedom of Information Policy
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<b>Author</b>	Sara Stock, Information Assurance Manager
<b>Owner</b>	Bryn Morris, Registrar and Secretary
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