

# Information Request Fees Policy

## 1 Introduction

Under the Freedom of Information Act 2000, the University may charge a fee for complying with requests for information. This document explains what fees we may charge in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

## 2 Estimating costs

### 2.1 General requests

For any Freedom of Information (FOI) or Environmental Information Regulations (EIR) request, and for any Data Protection request where the requested information is unstructured (such as Post-it notes, diaries, etc.), we will estimate the cost to the University of responding to the request.

The estimate will be based on the time required to:

- determine if we hold the information;
- locate the information;
- retrieve it; and
- extract the requested information from the document(s).

Staff time used for these purposes will be estimated at a rate of £25/hour.

We are not obligated to answer requests where the staff cost is greater than £450.

### 2.2 Related requests

If two or more requests are made for the same or similar information within a period of 60 working days, by the same person or by different people who appear to be acting together or pursuing a campaign, then we can combine the cost of the requests to determine if responding would exceed the £450 limit.

If the combined cost of responding to the requests is more than £450, we may choose not to provide the information.

### 3 Fees

If we estimate the staff costs of answering a request for information to be £450 or less, then we will charge only for:

- photocopying;
- postage; and
- any costs associated with producing the information in the form requested by the applicant.

Photocopying (for black and white copying) will be charged at a rate of £0.06/A4 page, and £0.12/A3 page. Colour copies will be provided, if necessary, at a rate of £0.10/A4 page, and £0.15/A3 page.

If we estimate the staff costs for answering a request to be **more than** £450, we may:

- decide not to provide the information;
- charge for the staff time involved, **plus** photocopying, postage, and production costs; or
- provide the information without charging for staff time.

Should the estimated cost exceed the £450 limit, we will try to help the applicant modify his/her request so that it falls below that level.

### 4 Time Limit

If the University decides to charge any fee for providing the information requested, we will send a fees notice to the applicant. The applicant has 3 months to pay the fee; if payment is not received within that time, the University is not required to answer the request.

### 5 References

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (<http://www.legislation.gov.uk/uksi/2004/3244/contents/made>)

Procedural Guidance: Fees and aggregation (<http://www.justice.gov.uk/information-access-rights/foi-guidance-for-practitioners/procedural-guidance/foi-fees-aggregation>)