

Freedom of Information Fees Statement

This statement has been formulated in accordance with the *Freedom of Information Act 2000* and *The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004*.

1. When estimating the cost of complying with a written request for information the University will take into account the staff time, charged at a rate of £25 per hour, involved in the following activities:
 - determining whether the information is held;
 - locating the information or a document which may contain the information;
 - retrieving the information, or a document that may contain the information; and
 - extracting the information from a document containing it.
2. The University is not obliged to disclose the information requested where it estimates that the cost of complying with the request would be in excess of £450. In such cases the University will not normally process such requests
3. The University may choose, at its discretion however, to process such requests and to charge for the full costs associated with them. In such cases it will, in the first instance, discuss with the applicant whether they would prefer to modify the request to reduce the cost.
4. There will be no charge for information where the costs would not exceed £5.00. Where the costs for exceed this, the following charges apply:
 - printing and photocopying: standard University printing and photocopy service charges;
 - postage: large letter second class postage; and
 - packing: 50% of the postage costs.Where other formats have been specified (e.g. CD Rom, colour copies etc.), costs will be calculated on case by case basis.
5. Applicants will be issued with a fees notice and must pay the costs specified therein before the University will comply with the request. After a period of two months, any such request for which the fees have not been received will be deemed to have been withdrawn.
6. If the University receives two or more related requests within a period of 60 days, from a person or from persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

Version No: V1.0
Written by: Matthew Stephenson, Risk and Compliance Manager
Approved by: Alison Jones, University Secretary and Director of Planning, Legal and Governance
Date Approved: 3 September 2018
Next Review Date: 1 September 2019