



## FREEDOM OF INFORMATION ACT 2000

### CHARGING POLICY

#### Publication Scheme

The purpose of the college's publication scheme is to ensure that maximum information is readily available to the public at minimum inconvenience and cost.

Any charges made by the college for routinely available published information will be justified and kept to a minimum. Any information that is either published or accessible via the college website will be provided free of charge.

Charges may be made for information that is subject to a charging regime specified by Parliament. Charges may also be made for actual costs incurred by the college i.e. photocopying, postage and packing.

#### Photocopying and postage

Charges for photocopying and postage and packaging will be made as follows:

<i>Service</i>	<i>Charge</i>
Postage	Appropriate postage rate
Courier	Courier charge incurred by the college
Photocopying (per sheet)	A4 black on white single sided - 5p A4 black on white double sided - 10p A4 colour single sided - 10p A4 colour double sided - 20p A3 black on white single sided - 10p A3 black on white double sided - 20p A3 colour single sided 20p A3 colour double sided 40p
Fax	Within UK - £1.00 first page, 50p each subsequent page Outside UK - £2.00 first page, £1.00 each subsequent page

If the college proposes to make a charge for photocopying and/or postage, confirmation of the charge to be made will be given before any information is provided.

## Duplicate Information

New College reserves the right to charge for providing duplicate information i.e. information that the college has already supplied. The charges detailed above will be applied.

## Freedom of Information Act 2000

The Freedom of Information Act 2000 gives the public right of access to information held by public authorities.

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations) govern the college's ability to charge for the supply of information to requests made under the Freedom of Information Act 2000. This Regulation Prescribes the appropriate limit for charges. Full details can be found under Statutory Instrument 2004 No.3244, available via the website of the Office of Public Sector Information [www.opsi.gov.uk](http://www.opsi.gov.uk) For the college the appropriate limit is £450. The college does not have to comply with a request for information if the cost of providing the information would exceed this limit. The Regulation has effect in any case in which the college proposes to estimate whether the cost of complying with a relevant request would exceed the appropriate limit.

In a case in which the Regulation has effect, the college may, for the purpose of its estimate, take account of costs it reasonably expects to incur in relation to the request in:

- Determining whether or not it holds the information,
- Locating the information, or a document containing the information,
- Retrieving the information, or a document containing the information, and
- Extracting the information from a document containing it.

The college may also take into account costs attributable to the time which persons undertaking any of the activities mentioned above spend on those activities, those costs are to be estimated at a rate of £25 per person per hour.

Where two or more requests for information are made by one person, or by different persons who appear to the college to be acting with a common purpose or in pursuance of a campaign, the estimated cost of complying with any of the requests is to be taken to be the total costs which may be taken into account by the college. This applies in circumstances in which two or more requests are received for the same or similar information and those requests are received within any period of sixty consecutive working days.

Any fee that the college proposes to charge for the supply of information in response to requests made under the Freedom of Information Act will be advised to the person making the request before any information is made available. The fee includes the costs incurred by the college in informing the person requesting the information that it holds the information, the cost of locating that information together with the cost of communicating the information.

The college is required to provide a reasonable estimate of the cost and not a precise calculation.