

What do I need to know if someone requests information from me about the University or about any other information we hold here.

Requests

- A request for information may come from anywhere in the world.
- A request for information must be in a recorded form e.g. by email or letter.
- You are entitled to know the name of the person requesting information but are not entitled to check whether this is a genuine name.
- You do not need to know the reason for the information request
- You will need to acquire sufficient information from the requester in order to confirm that the information can be provided.

Response

A. Do you routinely provide the type of information requested?

No ↓ Yes Continue to do so. No record needed.

B. Is the information requested in the Publication Scheme?

No ↓ Yes Provide the information. No record needed.

C. Do you think the information might be personal (about an individual other than the person making the request), commercially sensitive or held by the University in confidence?

No

1. Note the request
2. Confirm we have the information
3. Arrange for its provision within twenty working days
4. Keep a note of when information is provided

Yes ↓

Refer to your FIST Contact (see enclosed contact list)

Make a note to progress chase within twenty working days. →

D. Do you believe the information requested might be harmful or prejudicial to:

- an individual (because of the personal nature of the request)
- external commercial interests; and/or
- the University's interests)?

No

1. Confirm we have the information
2. Arrange for the information to be supplied
3. Keep a record

Yes

Liase with the University Secretary's Office

1. To progress the response to the request
2. Keep a record and keep informed

E. In all cases check progress within twenty working days

If in doubt liase with your FIST Contact (see enclosed list)

If an individual makes a complaint please refer to your FIST Contact (keep a record and keep informed)

If you require this information in a different format or language or in larger print, please contact the Records Management Coordinator in the University Secretary's Office.

Tel. No 020 7514 6484 Fax No 020 7514 1853

Freedom of Information

University of the Arts London

The Freedom of Information (FOI) Act 2000

FOI legislation will be fully in force from **01 January 2005**

Everyone will have a right of access to information held by the University

This covers **all** records and information held by the University

Requests for information must be answered within twenty working days

University of the Arts London Publication Scheme

The University already has a Publications Scheme in place

The scheme gives details of the types of information available to the public and also how this can be obtained. The public **will also** have the right to ask for information which is not contained within the University's Publication Scheme

For Further Information please visit the Publications Scheme site on the website

www.arts.ac.uk/publication_scheme

What does Freedom of Information mean for me as a member of staff?

As **an employee** of the University you will need to be aware of the act and how to deal with a request for information

All University records with which you deal are potentially now open to scrutiny by the public

As **an individual** you will be able to access information from public bodies including from the University itself

The University fully supports this increased public access of information. At the same time, the University has other responsibilities, which may still require some information not to be divulged. In summary, the duty to protect personal data and information which in law is confidential (including some commercially sensitive data) may still mean information is not to be released.

If you are in doubt about any request for information please contact your FIST representative (see enclosed list).

For further information contact the Records Management Coordinator

Tel no. 020 7514 6484 Fax no. 020 7514 1853

The University's Publication Scheme can be found on the university website.

Other Relevant Websites:

www.arts.ac.uk/publication_scheme www.jisclegal.ac.uk

www.informationcommissioner.gov.uk

UNIVERSITY OF THE ARTS
LONDON CAMBERWELL COLLEGE OF ARTS
CENTRAL SAINT MARTINS COLLEGE OF ART
AND DESIGN CHELSEA COLLEGE OF ART AND
DESIGN LONDON COLLEGE OF COMMUNICATION
LONDON COLLEGE OF FASHION

Freedom of Information

Essential Information for all staff



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