

AYLESBURY VALE DISTRICT COUNCIL

Department of Corporate Resources

Please ask for: Sarah Walker
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Email: information requests: records@aylesburyvaledc.gov.uk

Our Ref: FOI 545
Your Ref: Freedom of Information request - Complaints

7th Oct 2008

Trevor R Nunn
request-3340-57ae982c@whatdotheyknow.com

Dear Trevor R Nunn

Freedom of Information Act: request for information

Thank you for your information request received 2nd Oct 2008.

To the extent that the information you have asked for is not published, we will handle this as a request for information under the Freedom of Information Act 2000 (**FOI**) and / or the Environmental Information Regulations 2004 (**EIR**) and/or the Data Protection Act 1998 (**DPA**) - depending upon the scope of the request. If your question(s) seems to us in any way ambiguous or unclear we will contact you to clarify what precisely you wish to know. However, any information that is already published is exempt from specific disclosure but we will direct you to the relevant source as part of our response.

- If the subject of your request is determined to be within the scope of the **EIR** we may make a reasonable charge for photocopying and postage. If so we will let you know as soon as possible how much (if any) to pay and when you might expect a full reply. Alternatively you have a right to inspect documents by appointment at our offices without charge after we have notified you that the relevant papers have been collated. The statutory response deadline is 20 working days (excludes weekends) extendable up to 40 days if the request is "complex and/or voluminous".
- If the subject of your request is determined to be within the scope of the **DPA** we may make a fixed charge of £10. If so we will let you know as soon as possible. The statutory response deadline is 40 elapsed days (including weekends but excluding Bank Holidays) following receipt of payment and proof of identity.
- If the subject of your request involves information falling within more than one Information Access Regime (**FOI, EIR, DPA**) then we will advise you of the extent of any charges and the timescale applicable for response to each part of the request.
- Otherwise your request will be dealt with under **FOI**. There is not usually a charge for this service. Assuming that there is no charge we will respond fully to your request within 20 working days (excluding weekends, Bank Holidays and any other days when our offices are closed). However if it becomes apparent that our work to prepare a response will take more than 18 hours of staff time then we are allowed by law to either refuse the request or quote a charge for the full cost of the work. If so we will write to you again within the 20 working day period. If a price is quoted, the reply deadline would be suspended and you would then have up to 3 months to pay or the request would lapse.

In the meantime, if you have any questions, please feel free to contact me.



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Alan Evans Head of Information Technology

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www.aylesburyvaledc.gov.uk



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Any proposed commercial exploitation would require our prior consent under the Reuse of Public Sector Information Regulations 2005. If we agree to such use, then we may levy a copyright waiver licence charge – this would be additional to any **FOI/EIR** charges.

Yours sincerely

Sarah Walker
On behalf of the Head of Information Technology



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