



Guidance for individuals requesting information under the Freedom of Information Act

As from 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by the College which it has not already made available through its publication scheme¹. To help the College respond to your request as quickly as possible, please use the following guidance.

1. Requests should be made in writing (by e-mail or post) wherever possible.
2. Enquirers should provide us with an address for correspondence.
3. To save time, please make your enquiry as specific as possible. We are happy to offer guidance about the framing of enquiries.
4. The College recognises its obligation to answer your request within 20 working days, as specified by the Act.
5. If the costs of locating and collating the information would exceed the maximum limit set by the government of £450, then the College is not obliged to comply with your request. We are happy to advise you on how to re-phrase and re-submit a request to come under the £450 limit.
6. The Freedom of Information Act gives you the right to access information, but not to obtain specific documents. In answering an enquiry, we may provide you with copies of documents which contain the information you have asked for, or we may provide a summary of that information. We are not obliged under the Act to provide specific documents.
7. If we intend to charge a fee, we will notify you as soon as possible after receiving your request. We will proceed with your enquiry once we have received your fee and respond within 20 days, less the time that it has taken to issue you with the fees notice.
8. The College is not required to release information to which an exemption in the Act legitimately applies. However, we will explain to you why we have decided not to release information that we believe to be exempt.
9. If you are not satisfied with the way that the College has dealt with your request, please address your complaint to the Bursar, King's College, Cambridge, CB2 1ST or bursar@kings.cam.ac.uk.
10. If the College is unable to resolve your complaint to your satisfaction, you have the right under Freedom of Information Act 2000, section 50, to apply to the Information Commissioner "for a decision whether, in any specified respect, a request for information made by the complainant [*ie yourself*] to a public authority [*ie the College*] has been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000". If you wish to exercise this right, you should contact the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Information about making a complaint can be found on the Commission's website:

<http://www.ico.gov.uk/complaints.aspx>

**Freedom of Information Officer
King's College
Cambridge
CB2 1ST
foi@kings.cam.ac.uk**

¹ The College's publication scheme is available online:
<http://www.kings.cam.ac.uk/about/foi/kings-college.html>