

Information Charging Policy

This document describes what Essex County Council charges for information that is provided under the Data Protection Act 1998, the Freedom of Information Act 2000, the Environmental Information Regulations 2005 and other relevant legislation.

1. We do not charge for most information.

2. Publications

We charge for priced publications and information provided as part of a priced information service. More information is available in our List of Publications, which is available on the Essex County Council website under >Living, >Your Right to Know >Freedom of Information.

3. Information about yourself

We do not charge for providing you with information that we hold about you (called a *Subject Access Request*).

4. Information about the environment or matters affecting it

We charge the actual cost¹ of providing information about the environment or about matters which affect the environment² but not if the cost is less than £25.

5. All other information

5.1 We do not charge for most other information.

However, we charge £25 for supplying it if the actual cost of photocopying, printing, postage, faxing and any other costs of supplying the information to you, including translating the information into another language, is £25 or more. If the cost is less than £25, we will not charge for supplying the information.

5.2 If we estimate that it would cost the Council £450 or more to compile the requested information we will not provide it. However, we will offer to discuss with you ways to reduce the cost.

¹ The method we use for calculating the actual cost is detailed in our *Procedure for calculating the cost of responding to a request for information*.

² "Environmental Information" is defined in detail in the Environmental Information Regulations 2004



6. Payment

- 6.1 We tell you the estimated charge before doing any charged work. The charge applies as quoted, even if it later proves to differ from the actual cost of providing the information.
- 6.2 Where charges apply, we require payment before compiling and supplying information. We accept payment by cash or cheque. We accept payment by credit card where we have the facilities.
- 6.3 If you do not pay within three months of being notified of the charge, the request will be closed.

<p>We do not charge for supplying information in an alternative format if you are covered by the Disability Discrimination Act, unless the original document is a priced publication. In this case, the charge for the alternative format will not exceed the cost of original publication.</p>
