

Handling Freedom of Information requests

Key provisions of the FOI Act

- The right to request recorded information from public authorities
- The right to be told whether information is held or not
- The right to receive information held at the time of the request
- Duty to provide reasonable advice and assistance
- Statutory deadline – 20 working days from first working day after request received
- A defined appeals process – Information Commissioner and the Courts

The business area has 10 days to research and draft a response.

Day 10 onwards is reserved for clearance.

We can extend only if more time is needed to complete the public interest test.

The FOI Team log and acknowledge the FOI request, then allocate to the relevant business area. The request should be completed within 20 working days of receipt.

Assess all information held within the scope of the request.

Can some/ all of the information be disclosed?

Draft a letter of response and obtain DD clearance.

Read the request thoroughly. If it isn't clear what's being requested, ask the FOI Team to seek clarification from the requester.

Forward response to foi@nio.gov.uk the FOI Team will check content.

The Team will advise if any amendments are needed.

FOI Team issue response once it has been cleared for issue!

Day 1

Outcomes

Do we hold the requested information?

Do any exemptions apply?

Does the public interest test need to be carried out?

Don't forget!

Save all documents into the relevant CM9 folder.

If you need any advice or assistance please contact the FOI Team.

Day 10

Day 20