

## Information Management Services Schedule of Charges

### **Schedule of charges for provision of Information under Freedom of Information Act 2000 and Data Protection Act 1998.**

The information in this document sets out our charges for providing you with information under the Freedom of Information Act and Data Protection Act 1998. Our charges reflect current statutory requirements and guidance. Confirmation of the payment due will be given before the information is provided. Payment will be required prior to the provision of information.

### **The Data Protection Act 1998**

#### **Processing Requests**

When processing a Subject Access Request under the Data Protection Act 1998, we may charge a standard administration fee of £10 which is payable in advance of your request being processed. In some circumstances the administration fee may be waived, for example if an individual is on unemployment benefit.

Where a request is made for access to educational records, within the definition of the Data Protection Act, a sliding scale of charges applies depending on the number of pages supplied. Charges are as follows:

#### **Maximum fee**

Number of Pages	Maximum Fee	Number of Pages	Maximum Fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	450-499	£45
90-99	£9	500+	£50

### **Freedom of Information Act 2000**

#### **Processing Requests**

We do not charge for processing requests under the Freedom of Information Act, providing that the cost of processing does not exceed the statutory limit of £450. This allows for 18 hours (two and-a-half-days) of time at a rate of £25 per hour. When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested. We reserve the right to refuse a request where the estimated cost of processing exceeds £450. However, before refusing a request on this basis, we will always work with you to look at other

ways of providing the information so that your request does not exceed the statutory limit. Where we agree to process a request which exceeds the statutory limit of £450, you will be asked to pay our processing costs at a rate of £25 per hour.

### **Disbursements**

Any disbursements associated with processing your requests are payable in all cases. Examples of disbursements include the costs of postage, reproducing the information and printing. See Disbursements Charges table further down this document for details.

### **Making More than One Request**

For the purpose of calculating the statutory limit, where we receive two or more requests, within 60 days of each other, from an individual or group of individuals who appear to us to be acting together or in pursuance of a campaign, we may be entitled to aggregate the costs of processing those requests.

### **Waiver of Costs**

In exceptional cases we may waive the charges of producing information. Each application is considered on its own individual circumstances.

### **Photocopying and Printing Charges**

	B/W 0-20 sheets	B/W 21+ sheets	Colour per copy
<b>A4</b>	<b>Free</b>	<b>£0.10</b>	<b>£0.20</b>
<b>A3</b>	<b>Free</b>	<b>£0.20</b>	<b>£0.40</b>

### **Photographs (price in £ per photograph)**

All sizes - Actual cost of reproduction

### **Email (including scanned images)**

Free of charge

### **Postage**

Variable weight and size Costs dependent upon weight and size and based upon Royal Mail Standard 2nd class. Where Applicant requests material to be sent by 'Signed For' and 'Special Delivery', these additional costs to be met by Applicant.