

General Policy Statement GPS5 - Freedom of Information

Introduction

The Freedom of Information Act (FOIA) came into force in January 2005 for the purpose of increasing the operational transparency of public authorities. Middlesex University is defined as a public authority under the Act and is committed to managing the associated obligations in an effective manner. The Freedom of Information Act applies to all recorded information held by the University and its staff, regardless of format, storage medium and age.

Scope of Policy

The purpose of this policy is to ensure that the provisions of the Freedom of Information Act 2000 are adhered to.

The Act places a number of obligations on the University:

- x That we routinely put into the public domain as much information about the University as is reasonably possible.
- x Where information is not available in the publication scheme that we make it readily available to enquirers on request, within 20 working days, unless a valid exemption or limit applies.
- x In cases where information is covered by an exemption, to consider whether or not the information should be released.
- x To administer a fair and efficient internal appeal system.
- x To maintain a properly structured approach to managing records to ensure that essential records of the University's activities are maintained in appropriate detail.

Responsibilities

University

The University is responsible for establishing policies and procedures in order to comply with

record, hold and discard, and ensure it is managed properly.

Costs for Requests