

## **FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

In implementing the Freedom of Information Act 2000 Nottingham Trent University promotes transparency in the way we make our decisions and by providing clear information about our policies and processes through our publication scheme. We deal with individual requests for information courteously and promptly and provide advice and assistance if necessary.

### **WHAT IS FREEDOM OF INFORMATION?**

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It lists exemptions from that right and places a number of obligations on public authorities.

### **WHAT IS A PUBLICATION SCHEME?**

A Publication Scheme is a guide to the classes of information that the University publishes or intends to publish routinely. The term “published” is broad and is not limited to information produced in paper forms. As far as the Freedom of Information Act 2000 is concerned, information made publicly available has been published. Therefore, information on the University’s website is as much part of the Publication Scheme as printed documents.

### **WHAT ARE CLASSES OF INFORMATION?**

A requirement of the Act is to specify “classes” of information that the University will publish within its Publication Scheme.

The Information Commissioner has issued a ‘**Model Publication Scheme**’ and from 1<sup>ST</sup> January 2009 the University has adopted the ‘Model Scheme’.

The Model Scheme contains 7 classes of information and these are as follows: -

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and registers**
- **The services we offer**

Examples of the type of information available are given under the [Guide to Information](#).

### **HOW WILL I REQUEST ADDITIONAL INFORMATION NOT COVERED BY THIS SCHEME?**

The University includes as much information in the Publication Scheme as it reasonably can. If you cannot find what you are looking for you can make a request for information. However, where any of the information comes within an exempt category either under the Freedom of Information Act 2000 or other relevant legislation, it will be published or made available with the exempt material deleted.

### **WILL I BE CHARGED FOR INFORMATION?**

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy and some information will only be available for inspection. Charges may be made for information subject to a legal charging regime. Charges under the publication scheme may be made for actual disbursements such as: -

- Photocopying
- Printing
- Postage and packaging
- The cost directly incurred as a result of viewing information

Any charges will be set out in the **Guide to Information**.

#### **WHO DO I CONTACT?**

For information concerning the scheme or if you wish to make a request for other information you can contact the following:

[foi.enquiries@ntu.ac.uk](mailto:foi.enquiries@ntu.ac.uk)

#### **MAKING A COMPLAINT, SUGGESTION OR COMPLIMENT**

If you are not satisfied with the University's response to a request for information you may make a complaint to the address below: -

Legal Services, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU

If after going through the University's formal complaint and appeals system you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to complain directly to the Information Commissioner's Office: -

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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

If you have any suggestions or compliments, we need to know so that we can improve our service to you. Please contact: [foi.enquiries@ntu.ac.uk](mailto:foi.enquiries@ntu.ac.uk).

#### **ADVICE AND ASSISTANCE**

If you need help to make a request for information which is not available via the Publication Scheme you may contact [foi.enquiries@ntu.ac.uk](mailto:foi.enquiries@ntu.ac.uk) or contact Tracy Landon directly by telephone number 0115 8488754

#### **REVIEWING AND MAINTAINING THE SCHEME**

The University is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated regularly and as appropriate to reflect ongoing changes and developments. This guide and operation of the scheme will be reviewed annually.

#### **COPYRIGHT**

Reproducing material supplied under this Publication Scheme without the express permission of the University may be an infringement of copyright. Requests for permission should be addressed to the Legal Services, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU.