

CHARGING POLICY – FREEDOM OF INFORMATION ACT (2000)

1. Introduction

This policy sets out the charges for responding to requests for information made in respect of the Freedom of Information Act 2000 (the "Act"). This policy is consistent with the Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2004 (the "Regulations").

2. Information contained in the Publication Scheme

Information held in the Publication Scheme (which can be found at <http://www.thecollege.co.uk/about-bpc/freedom-information>) is free, unless otherwise specified. Documents which can be viewed and downloaded on our website can be done so for free.

Where information made available under the Publication Scheme is required to be provided in hard copy, we will charge you for the expenses we incur, as follows:

- postal charges;
- courier charges;
- photocopying charges;
- printing charges;
- providing the information in a different format such as CD.

All the above charges will be based on our estimate of the cost at the time that you make your request.

3. Information not contained in the Publication Scheme

We may charge you for information not held in the Publication Scheme in two situations. These are:

a) Expenses

Where the information is required in hard copy, we will charge you for the expenses we incur as follows:

- postal charges;
- courier charges;
- photocopying charges;
- printing charges;
- providing the information in a different format such as CD.

All the above charges will be based on our estimate of the cost at the time that you make your request.

b) Fee

Where the information you have requested is not available under the Publication Scheme, we may need to spend time in locating it and in considering whether any parts of the documents containing the requested information need to be redacted.

If we estimate that it will take us less than 18 hours to deal with your request, there will be no fee for you to pay. Where we estimate that your request will take more than 18 hours, we reserve the right to charge you for dealing with your request. In the event we charge a fee, it will be charged at a flat rate sum of £25 per person per hour and based on our estimate of the number of hours required to respond to your request. We will not charge for our time spent on the following:

- considering whether to apply an exemption;
- considering the public interest or prejudice;
- confirming or denying the information is held;
- supplying you with the information.

4. Estimating Costs

Please note we may not be able to confirm the exact charges before the request is processed. In the event that we cannot confirm the amount of the charge we want to make clear that we reserve the right to charge and will notify you of the charge once identified. As soon as we are aware of the charge we will notify you and wait to receive your approval to proceed with the request.

If we over-estimate the fee, we will return the monies not incurred to you if the total amount charged is more than £5.00 higher than the actual cost we have incurred.

5. Informing you about the cost of complying with your request for information

Where we intend to charge fees and/or expenses, we will always notify you in writing before we undertake any work and we will not undertake any work until we have received your consent to proceed. Once we have notified you of the cost, all time limits will be suspended until we receive consent from you to proceed. In the event that we do not hear from you within 90 days from the date of notice, we will presume that you no longer wish to proceed with your request.