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The University of Central Lancashire (UCLan) is committed to complying with the provisions of the Freedom of Information Act 2000 (FOIA) and related legislation, including the Environmental Information Regulations 2004 (EIRs). The FOIA enables anyone, anywhere in the world, to request any recorded information held by, or on behalf of, UCLan. The EIRs enable similar access to environmental information. Information will be provided if it is held, unless one or more of the exemptions or exceptions listed in the legislation applies. Information which is exempt does not have to be provided.

UCLan aims to publish as much information as it can, both proactively and in response to requests under the FOIA and EIRs; however exemptions and exceptions will be applied where appropriate to ensure that information which is not suitable for publication is protected.

This policy applies to all recorded information held by UCLan or held by someone else on behalf of UCLan and includes information provided to the University by contractors, suppliers and other third parties. It does not apply to information which UCLan only holds on behalf of another person or organisation.

All employees are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOIA and EIRs and in compliance with this policy. In addition, senior members of staff have responsibility for carrying out internal reviews where required, as set out in section 8 of this policy.

UCLan's Information Governance Manager & Data Protection Officer manages and coordinates all requests for information received by the University and as such, any requests for information received by members of staff must be sent to the Information Governance team as soon as possible following receipt by email to [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk) or in the internal post.

UCLan will provide advice and assistance to help people make requests under the FOIA and EIRs. The University aims to respond to all requests promptly and at any rate, within the statutory response period of 20 working days following receipt of a valid request. This timescale can be extended under specific circumstances, for example where we have determined that an exemption applies and the University is considering whether or not it is in the public interest to disclose the information regardless of the exemption.

Written requests for information received by UCLan via post, email or other means will be treated as requests under the FOIA (or EIRs, where applicable) in cases where the



All of the information referred to in the publication scheme is readily available to the public, either via the UCLan website, in hard copy on request or by inspection at UCLan offices, where offices can facilitate this. Some information contained within the scheme may only be available on payment of a fee, as explained in section 5 of this policy.

Further information about the publication scheme is available on the UCLan website. To find out what information is made available through the publication scheme and how to access it, see the Guide to Information on the publication scheme pages.

Anyone who has made a request for information to UCLan under the FOIA or EIRs is entitled to request an internal review if they are unhappy with the way their request has been handled. Internal reviews will be carried out by a senior member of staff who was not involved with the original decision. Any internal review will consider whether or not the request was handled appropriately, in line with the requirements of the FOIA or EIRs. Applicants wishing to ask for an internal review must do so within 40 working days of the date of UCLan's response to their request. UCLan aims to respond to internal reviews within 20 working days of receipt.

Anyone who is unhappy with the outcome of an internal review is entitled to complain to the [Information Commissioner](#).

For advice and assistance from UCLan, please contact the Information Governance team:

[DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk)

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