



Freedom of Information Policy

Rev	Date	Purpose of Issue/Description of Change	Equality Impact Assessment Completed
1.	November 2005	Initial Issue	
2.	15 th June, 2012	Revised and Updated	
3.	5 th October 2015	Revised and Updated	1 st December, 2015
4.	1 st February 2016	Minor amendment approved	
5.	3 rd June 2019	Revised and Updated	

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Governance and Compliance	University Secretary	Compliance Task Group	3 rd June 2019

This Policy will be reviewed in 3 years

Freedom of Information Policy

Bangor University takes its responsibilities with regard to the management of the requirements of the Freedom of Information Act 2000 very seriously. This document provides the policy framework through which this effective management can be achieved and audited.

1. Scope of the Policy

The purpose of this policy is to ensure that the provisions of the Freedom of Information Act 2000 are adhered to and in particular that:

a significant amount of routinely published information about the University is made available to the public as a matter of course, and indexed through the University's Publication Scheme and Guide to Information;
other information not included in the Publication Scheme is readily available on request and such a request is dealt with in a timely manner; and
in cases where information is covered by an exemption, consideration is given at the appropriate level within the University as to whether or not the information should be released.

2. Responsibilities

[a] University Responsibilities

The University is responsible for establishing policies and procedures, and for making available appropriate training, in order to comply with the requirements of the Freedom of Information Act 2000.

[i] The Compliance Task Group

The Compliance Task Group is responsible for the development, implementation, monitoring and review of the University's Freedom of Information Policy. The Compliance Task Group is chaired by the University Secretary and reports to the University Executive.

[ii] University's Freedom of Information Officer

The Compliance Task Group will nominate an appropriate person as the University's Freedom of Information Officer, who will be a person of sufficient knowledge and seniority in the University.

The nominated University Freedom of Information Officer is the Head of Governance and Compliance in the Governance and Compliance Office.

The University will make arrangements for the identity of the University's Freedom of Information Officer to be made known to all staff, students, consultants, contractors and volunteers and will also draw to their attention this Policy and associated documentation. The Freedom of Information Officer is responsible for drawing up guidance and promoting compliance with this policy in such a way as to ensure the easy, appropriate and timely retrieval of information.

The Freedom of Information Officer has access to all relevant documents (in their original, un-redacted format) relating to a legal compliance request and it is the Freedom of Information Officer (in consultation, when necessary, with the relevant senior officers) that will make the

[b] Responsibilities of Deans of College, Heads of School and Directors of Professional Services

4. Specific Requests for Information

Information held, and

- [d] Internal reviews, by whichever method, will consider the information released against the information requested and will undertake a review of the papers associated with the original application, this may include discussing the original decision with members of staff who were involved with the application.

- [e] In accordance with recommendations from the Department for Constitutional Affairs, the University aims to deal with straight forward requests for an appeal within 20 working days of receiving the request, whilst aiming to deal with more complex reviews, such as reconsidering the public interest test, within 40 working days of receiving the complaint.

APPENDIX 1

Appendix 2

Bangor University Freedom of Information Clause

Definitions

"EIR" the Environmental Information Regulations 2004 (as amended from time to time);

"FOIA" the Freedom of Information Act 2000 (as amended from time to time);

Clauses

1. EIR & Freedom of Information

1.1 The Company acknowledges that the University is subject to requirements under the EIR and FOIA and shall assist and cooperate with the University to enable the University to comply with any information disclosure requirements.

1.2 Where the University receives a request to disclose any information that, under this Agreement, is the Company's Confidential Information, it will notify the Company and will consult with the Company. The Company shall respond to the University within 5 working days after receiving the University's notice of the request. In the event that the Company fails to respond within the requisite period, the University reserves the right to disclose any such information it deems appropriate.

1.3 The University shall be responsible for determining at its absolute discretion whether the information is:-

1.3.1 exempt from disclosure in accordance with the EIR or FOIA;

1.3.2 to be disclosed in response to a request for information under the EIR or FOIA and in no event shall the Company respond directly to a request for information unless expressly authorised to do so by the University.