**FREEDOM OF INFORMATION – A GUIDE TO CHARGING FEES**

1. **Introduction**

The Freedom of Information Act 2000 (FOI) gives rights of public access to information held by public authorities. Section 9 of the FOIA allows a public authority to charge a fee for providing information in response to a request.

The fees are based on the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

This guide deals with the following questions:

1. What can the College charge for the supply of information requested under FOI?

 2 Can the College refuse to supply on cost grounds?

 What the College charges depends on NWRC policy and practice in accordance with the parameters set by the Act.

1. **When determining charges the following should be considered:**

 Estimate the cost of the following activities:

* Determining whether the information is held
* Locating and retrieval
* Extracting the information and editing

In order to achieve consistency, all public authorities use the same hourly rate when estimating staff-time costs. The hourly rate is set at £25 per person per hour by Regulation 4(4) of the Fees Regulations, to the maximum charge of £450.

1. **Cost Limits**

If the College estimates that the limit of £450 will be exceeded there is no obligation to comply with the request.

The College will inform the applicant by way of a refusal notice.