

## Freedom of Information Policy Summary

The University's Freedom of Information Policy explains how the University meets its obligations under the Freedom of Information Act (FOIA) and what your responsibilities are as a member of staff.

### So Did You Know?

- The University already makes a lot of information available via its website and much of this is listed in its Publication Scheme;
- There is a centralised University procedure for responding to requests for information made under the FOIA.

### But Did You Also Know?

- The University only has 20 working days, from the date a request is received, to provide a response;
- All work-related documents, including emails, could potentially be released in response to a request;
- Requested information could be held in any format and include any recorded information created, received and maintained by the University;
- A request doesn't need to mention the FOIA or explain why the information is being sought;
- The Information Commissioner's Office (ICO) has the power to take action to enforce compliance with the FOIA.

### So Do You Know?

- How to recognise a request for information made under the FOIA;
- What to do with a request if you receive one;
- Who to ask if you're not sure.

### And Could You?

- Locate any information you hold if it is requested;
- Provide that information quickly.

To find out more read the University of Lincoln's Freedom of Information Policy available on the Portal at <http://secretariat.blogs.lincoln.ac.uk/information-compliance/freedom-of-information/>.