

Environmental information regulations (EIR) 2004 – general staff guidance

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1 Introduction

- 1.1 This policy provides guidance for staff on handling requests for information, which comes under the Environmental Information Regulations. It also gives guidelines on how staff should deal with complaints in relation to handling requests for information.
- 1.2 Lead responsibility for compliance with the Environmental Information Regulations is with the Chief Information Officer. On a day to day basis the [Information Access Team](#) is responsible for all environmental information matters.

2 Background

- 2.1 The Environmental Information Regulation (EIR) gives a legal right for the public to access to all types of 'recorded' environmental information held by public authorities (such as LFB), sets out exceptions from that right and also places a number of other obligations on public bodies.
- 2.2 The main legal duty placed on the London Fire Commissioner by EIR is to deal with individual requests for information, referred to as the 'right to access environmental information'.
- 2.3 Under the EIR the LFB is also required to make environmental information progressively available to the public by electronic means (namely the internet) and take reasonable steps to organise the information to make it easier to access and publish. This information may be integrated into the publication scheme set up for Freedom Of Information Act (FOIA).
- 2.4 The London Fire Commissioner has a commitment to openness which is a guiding principle in applying the requirements of the EIR, by embracing openness and transparency.

3 The Environmental Information Regulation and its interface with the Freedom of Information Act

- 3.1 Environmental information is exempt from the Freedom of Information Act under section 39 which applies the Environmental Information Regulations 2004. This means that any request for environmental information, which is not for personal data, needs to be handled under EIR and not the FOIA.
- 3.2 There are a number of significant differences between the EIR and FOIA as follows:
 - Requests for environmental information do not have to be in writing. Requests can be made verbally or in writing, so a request could be made by telephone, letter or email, or using social media sites such as Facebook or Twitter.
 - The exceptions differ from the exemptions under the FOIA.
 - An EIR request cannot be refused on grounds of cost in excess of the 'appropriate limit' within the Fees regulation. All requests must be dealt with and any charges must be reasonable.
 - The response time can be extended from 20 to 40 working days for high volume or complex requests.
 - The duty to provide advice and assistance requires a public authority to respond within 20 working days when requesting more particulars from the applicant.
 - Information held includes holding information on behalf of another person.
 - A complaints and reconsideration procedure to deal with representations alleging non-compliance is mandatory.
- 3.3 When a request for information is received it is important to determine under which law the information relates so that it can be handled in the correct way. It is possible for some parts of a

single request to fall under EIR and some parts to fall under FOIA. Appendix 1 provides a flow chart to assist with this process.

4 The right of public access to environmental information

4.1 When a request for information is received, we have a duty to:

- Confirm or deny whether the information is held except for where disclosure would adversely affect international relations, defence, national security or public safety.
- Provide the information requested (subject to exceptions) within the appropriate time frame and in the requested format where possible.
- Transfer the request, or advise the requester to redirect their request, where we believe that another public authority holds the information if we do not hold the information requested.
- If the information cannot be provided, because an exception is applicable then reasons and explanation of its application are to be provided where necessary.
- Provide advice and assistance to individuals making requests.
- Limit any charges to a reasonable amount which covers the actual cost incurred in producing the information.

4.2 The right of public access to environmental information has been in force since January 2005.

5 Who can make a request for information

5.1 Anyone or any organisation from anywhere in the world including companies and the media can request environmental information held by the LFB. The requestor does not need to give a reason for requesting the information and does not need to reference the Regulations.

5.2 You should not ask individuals why they want the information or why they have made the request. For the purposes of EIR this is irrelevant as you should always assume that information provided could potentially be available to everyone and not just the applicant.

5.3 Requests for information received from staff are also potentially environmental information requests. If you receive a request from a colleague then you should not ignore it; advise them to contact their line manager in the first instance. If you are the line manager and are not happy in disclosing the information then contact the Information Access Team for advice first.

6 How to recognise a request for environmental information

6.1 A request for information does not have to mention the Environmental Information Regulations, though sometimes it can do. The request can be made in writing, by email, orally over the telephone, on telephone voicemail, during a meeting or by some other means of communication (such as social media). A request does not have to be written down.

6.2 A person making a request for information is likely to ask questions such as:

- "Please send me..."
- "Could you provide me with..."
- "I want to see..." etc.

6.3 Under EIR verbal requests must be treated as formal requests for information. When a request for information is received verbally it may be helpful to have the request in writing if it appears to be complex, relates to information rarely requested or is very specific. If asked, the person making the request may be willing to make the request in writing. Where an individual does not want to supply the request in writing a detailed note must be taken in order to ensure that it is dealt with in accordance with the legislation. If you receive a verbal request you should complete a verbal

request form (as in Appendix 2). This will ensure that you have recorded enough information to be able to handle the request in the correct way and the person making the request can be asked to confirm that the record is correct. If it is likely that you may deal with requests that could include environmental information you should consider printing the form and keeping it readily available for use when handling telephone requests.

- 6.4 Where a request is unclear it might be easier to identify the information sought if the request is discussed with the applicant. An email exchange or telephone conversation may help to clarify the request. If this is not sufficient to clarify the request or the applicant does not want to discuss it, the procedure for providing advice and assistance will apply.
- 6.5 If an applicant makes a request by telephone or in person (and it is not a request that you would normally deal with), you should complete a verbal request for information form (Appendix 2) and send it to the Information Access Team.
- 6.6 You should be conscious of the fact that not everyone may be aware of EIR and therefore you should draw its attention to potential applicants who appear to be unaware of the legislation.
- 6.7 The EIR takes a very broad interpretation of what constitutes environmental information. It covers not only elements of the environment but also information on measures and activities likely to affect it. Environmental information is anything on, about, concerning or relating to:
 - (a) the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;
 - (b) factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in (a);
 - (c) measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in (a) and (b) as well as measures or activities designed to protect those elements;
 - (d) reports on the implementation of environmental legislation;
 - (e) cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in (c); and
 - (f) the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment referred to in (a) or, through those elements, by any of the matters referred to in (b) and (c).
- 6.8 If you are unclear when you receive a request whether the applicant is asking for environmental information you should contact the Information Access Team for advice.

7 How to deal with a request for information

- 7.1 Requests for information that you currently deal with may come under the right of public access to environmental information. This means that you will need to comply with the Regulation when you respond. When you currently provide information, you should carry on doing so in the normal way, bearing in mind your responsibilities under EIR; for example that information must be provided, subject to exceptions, as promptly as possible within 20 working days unless,

exceptionally, an extension of time is needed. Wherever possible you should attempt to respond within any tighter timescale indicated by the applicant.

- 7.2 The 20 working days start the day after the London Fire Commissioner receives the request or the day after more particulars are received. When a request is received by email or voicemail and an automated 'out of office' message provides instructions on how to redirect a message the request would not be received until it was resent to the alternative contact.
- 7.3 If a request is vague or does not provide enough detail for you to be able to locate the information, you should contact the person making the request, as soon as possible preferably via telephone, email or facsimile, to find out more about what they are looking for. Once a request for clarification has been issued, the 20 working day deadline is suspended and restarts the day after clarification is received.
- 7.4 A response can be extended to 40 working days if the complexity and volume of the information requested means that it is impracticable either to comply with the request within 20 days or to make a decision to refuse to do so.

8 Dealing with or referring requests

- 8.1 Although you will deal with most requests for information as part of your normal day to day work, it will be necessary to refer some requests to the Information Access Team, either so that they can deal with them, or to obtain advice from the team.
- 8.2 When you receive a request, you should consider the following factors before deciding whether to refer the request to the Information Access Team or not. You should refer the request if:
- You do not hold the information requested.
 - You do hold and own the information requested but you have some reservations about releasing it.
 - The request is for complex or contentious information.
 - It is not information which is already in the public domain.
- 8.3 If you have any doubts about how to handle a request, contact the Information Access Team immediately for advice in the first instance. You may also wish to inform your line manager.
- 8.4 Unless it is part of your normal day to day role to do so, do not refer a request to another member of staff or another department, for them to deal with it. If you do not hold the information requested then always refer the request to the Information Access Team, who in turn will liaise with any necessary department.

9 Transferring a request

- 9.1 Where a request is received for environmental information which is not held but where another public authority that might hold the information is known, the request should either be transferred to them or their name and address details supplied to the applicant. If this situation should ever arise the case should be handed to the Information Access Team so that it can be handled in compliance with the regulation and the code of practice on the EIR 2004.

10 Responding to a request

- 10.1 Owing to the short time of 20 working days available to deal with requests, it is vital that there is no delay in either responding to day to day requests or passing requests to the Information Access Team.

- 10.2 When a request is for general, day to day information it will normally be dealt with within a short time and it may not be necessary to acknowledge the request. However, if you think it is likely that it may take longer than normal to provide the information, you should send an acknowledgement to the applicant.
- 10.3 If there is going to be a delay in responding to a request, or if a delay seems likely (for example, owing to a large volume of information being requested), you must keep the applicant informed of progress and give an explanation of why the delay has occurred.
- 10.4 If it is your normal working practice to record requests for information that you have dealt with then you should continue to do so, but if there is currently no requirement to record such requests then there is no requirement to start doing so now.
- 10.5 You should make sure that you use out of office messages with alternative contact details on your email when you are away from the office for a day or more so that there is no delay in identifying and responding to a request. This will ensure that people are advised of who they can contact when you are away from work and therefore save time. If your staff are absent from work for a substantial amount of time (owing to sickness for example), and they have not been able to put on their out of office message, you should contact ICT Service Desk extension 89100.
- 10.6 Individuals also have a right to ask for information to be provided in a certain way (for example, photocopies or on disk). Requested information must be made available in the form or format requested by the applicant unless it is reasonable to make it available in another form or format or the information is already publically available and easily accessible in another format. A flexible approach should be taken when considering whether to supply the information in the form or format requested. It may be that some ICT users are unable to read attachments in certain formats and some members of the public may prefer paper to electronic copies. If you would have difficulties in complying with this kind of request (for example, if it would take you more than a couple of working days to prepare the information or if you think preparing the information would incur costs), contact the Information Access Team for advice.
- 10.7 We also have a duty to make sure that the information we hold is as reasonably open and accessible to anyone who asks for it. You may receive a request for information to be:
- Translated into another language.
 - Translated into Braille.
 - Put into large print.
- 10.8 If you receive a request like this and you do not normally provide this kind of service, contact the Information Access Team immediately for advice.

11 What information can be requested

- 11.1 Any information held in any format by the London Fire Commissioner including written, visual, aural and electronic information can be requested. Information doesn't just mean published documents, but also anything written down, illustrations, sound recordings, any type of computer file and any other material form where information is held on record. Examples include emails, hand written notes taken at a meeting, photos, meeting minutes, internal policies and procedures, audio or recorded images such as LFB internally produced videos.
- 11.2 The Regulations are fully retrospective. Any information we hold, regardless of when it was created, could be requested.
- 11.3 Individuals have a right to request information that we 'hold'. If the information requested is held on behalf of another person or body then it may be appropriate to consult on whether the request

information should be supplied. We do not have to 'create' information if we do not hold exactly what an individual asks for. In most cases, if we do not hold the information requested, we must inform the individual of this and wherever possible, offer suitable alternatives.

- 11.4 A request for information may include a request for the information we hold to be provided in the form of a summary or digest. This should generally be provided so long as it is reasonably practical to do so, taking into account the cost. Applicants can find a summary more useful than lots of data.
- 11.5 There are no blanket exceptions to prevent particular kinds of information from being released. For this reason, every request must be dealt with on a case by case basis and where necessary, exceptions applied.
- 11.6 It is important to distinguish between a request for information we hold and a request for a service we provide. A request for provision of a service will not ask for information held by LFB and is therefore not subject to the requirements of the EIR. If your team or department provides a service you should carry on as normal.
- 11.7 Information that may not necessarily 'belong' to us, or that we 'own' can also be requested. For example, if we hold information on behalf of another organisation, it may be requested. If you receive a request for information that was not created by or does not belong to the London Fire Commissioner, and you would not normally deal with this type of request, you must contact the Information Access Team immediately. Such information would still need to be considered for disclosure as it is information that we 'hold.' The Information Access Team can liaise with outside organisations who may be the owners of the information to ascertain their views on disclosure where appropriate.
- 11.8 Where third party information is requested and is held by the LFB there are no obligations to consult with the third party on the release of the information although the LFB may choose to do so. Lack of consent by a third party does not preclude disclosure as the public interest applies even where there may be an exception.
- 11.9 If environmental information contains personal data the personal information should be removed if its release would breach the Data Protection Principles under the Data Protection Law.

12 Providing advice and assistance

- 12.1 The EIR places a duty on the LFB to provide advice and assistance to people proposing to or making requests for environmental information. This means that where necessary, all staff must do as much as possible to help an applicant. Those proposing to make a request can do so using the form in Appendix 3. Assistance might include:
 - providing an outline of the different kinds of information that meet the terms of the request;
 - providing access to any detailed catalogues and indexes, to help the applicant ascertain the nature and extent of the information held by the Brigade;
 - providing a general response to the request setting out options for further information that could be provided on request;
 - advising the person that another individual or agency (such as the Citizens Advice Bureau) may be able to assist them with the application or make the application on their behalf.

This is not an exhaustive list and a flexible approach, appropriate to the circumstances should be taken.

13 Information you hold may be subject to a request for information

- 13.1 The Information Access Team receives requests for information directly from the public and organisations. In some cases, they may pass requests for specific information back to departments to deal with directly. In these situations, staff must deal with the request as soon as possible and within the timeframe requested.
- 13.2 Where the Information Access Team is coordinating a request centrally, it may request information from you in order to respond to the request. You must be able to locate, retrieve and provide the information to them as quickly as possible. Owing to the 20 day deadline, unless otherwise specified you will be given 7 working days to locate and retrieve information to the Information Access Team. [If you estimate that 7 days will not be long enough, then you should speak to the Information Access Team at an early stage to agree an extension].

14 Keeping information up to date and records management

- 14.1 As information held by any member of staff could be subject to a request, everyone has a duty to manage their records effectively by complying with Records Management Policy and the Code of Practice on the Use of Computers (CoPUC). This includes all emails, paper files and electronic records.
- 14.2 Effective records management will help you to locate and retrieve information quickly when dealing with requests on a day to day basis, and in relation to responding to a request for information and achieving the 20 working day deadline.

15 Charging for information

- 15.1 The London Fire Commissioner tends not to charge for information however does have the option of charging the applicant a reasonable sum covering the actual costs incurred for making the information available. Charging for accessing or examining information is not permitted. Any charges must not exceed the actual cost of producing the material.
- 15.2 Generally photocopying and postage can be charged where the cost is going to be above £10.
- 15.3 All charges must be applied through the Information Access Team. If you believe that you may be able to charge for providing information (as postage is going to be over £10 or that locating and retrieving information is going to take more than two and a half days) then you must contact the Information Access Team first.
- 15.4 Where the Information Access Team believes that the charging scheme will be triggered and applied there is a duty to provide advice and assistance to the applicant to help refine the request so that a charge will not be made or where this is not possible to give the option of not proceeding with the request. See section 12 of this policy for further information on advice and assistance.
- 15.5 Where advance payment has been requested from the applicant, the period between the payment request and the receipt of payment is disregarded in determining the response time for meeting the request. The request will remain active for up to 60 working days from the date of request for payment. If no payment is received during this time the request lapses but the applicant is able to make a new request at any time. When payment is received the information should be sent within the appropriate time limit.

16 Overview of exceptions

- 16.1 The Environmental Information Regulation gives the general public a right to environmental information held by a public authority. There is a presumption under the regulations that environmental information must be released unless there are reasons to withhold it.
- 16.2 There are 12 exceptions subject to the public interest test which allow us to withhold information if there is a legitimate reason to do so. The public interest test requires evaluation of whether the public interest in disclosing the information outweighs the London Fire Commissioner's interest in withholding it.
- 16.3 There is also an exception for personal data where its release would breach the Data Protection Principles of the Data Protection Law.
- 16.4 Where an exception has been applied, it does not necessarily mean that if the same information is requested again, that the information will still be exempt. The application of the exception must be reviewed in light of the lapse of time and any change in circumstances.

17 Application of exceptions

- 17.1 Exceptions can only be applied by the Information Access Team (acting on behalf of the Chief Information Officer). This is so that exceptions can be signed off at a senior level, their use monitored and a full audit trail recorded.
- 17.2 If you receive a request for information that you think may be exempt (refer to Appendix 4), no matter how obvious it may seem that the information should not be released, you must contact the Information Access Team without delay.

18 Related legislation

- 18.1 The EIR interrelates with other legislation; primarily the Data Protection Law and the Freedom of Information Act 2000 (FOIA).
- 18.2 Under the Data Protection Law individuals can ask for information about themselves (e.g. their personal record file, or a particular management note about them). If you receive such a request you should refer the request to the Information Access Team to deal with (for more detailed information see Policy Number 351 - Data protection and privacy policy). A request for information under EIR may be received which includes information about people. There is an exception for personal data under the EIR, however, the request should be referred to the Information Access Team first.
- 18.3 All requests which are not for information about the environment, information which may have impact on the environment or personal information must be considered under the Freedom of Information Act.
- 18.4 The Re-use of Public Sector Information Regulation 2005 sets guidelines on the re-use of public sector information in a structured, managed and open way. The regulation gives rights to individuals to ask for permission on re-use of our information and sets responsibilities on the LFB in dealing with such requests (for example, to make sure that all requests are dealt with fairly the same rules apply including the timeframe for dealing with such requests etc). If you get a request asking to use information (e.g. for a commercial purpose), then contact the Information Access Team for advice.

19 The Information Access Team roles and responsibilities

- 19.1 The Information Access Team is responsible for the day to day management of all Environmental Information regulation matters and also for coordinating requests for information made under the legal right for the public to access environmental information.
- 19.2 They will not be involved in requests that can be dealt with quickly and easily at a local level. However, they will coordinate requests that have been referred to them from departments and, in some cases, will also deal with requests that are received directly.
- 19.3 When they receive a request that can be dealt with at local level because it is for information that the department concerned regularly supplies, they will forward it to the relevant area to be dealt with directly. Such requests will not be recorded or monitored by the Information Access Team.
- 19.4 They rely on departments to locate and retrieve information as quickly as possible.
- 19.5 All requests that they coordinate will be logged and monitored on a central database. They are responsible for maintaining this record as an audit trail of what information was requested, how the request was dealt with, whether any exceptions were applied and any other relevant information.

20 Dealing with complex requests

- 20.1 Where requests are particularly complex or require involvement of more than one department (whether that's because information is held by different departments or whether the request has wide organizational impact) then the Information Access Team will agree and adopt a tailored approach on how to deal with the request internally. Broadly, in such cases, the Information Access Team will have overall responsibility for centrally coordinating the information and agreeing any use of exceptions.

21 Complaints handling

- 21.1 If an individual is dissatisfied with the service they have received in relation to their request for information, they have a right to complain to the London Fire Commissioner. If an individual is dissatisfied with the information provided (or not as the case may be) then they have a right for their request to be reviewed.

Complaint about standard of service:

- 21.2 You must deal with such complaints under Policy Number 639 – External compliments and complaints procedure.

Complaint about the information provided

- 21.3 Such complaints must be referred to the Information Access Team. Where the Information Access Team was not originally involved in the provision of information, they will review decision taken to provide the information or not. Where the Information Access Team was involved in the original request for information then the head of Information Management (the LFB's Data Protection Officer) will review the original decision. Depending on the nature or complexity of the review, it may be appropriate for a director to carry out the review. Advice provided by General Counsel to the Commissioner will be available to the head of department in carrying out the review. Regardless of whether it is the Information Access Team or the head of department who conducts the review, the Brigade will only carry out one review.
- 21.4 Complaints should be handled through Policy Number 420 - Freedom of information. Complaints should be acknowledged and the complainant informed of the expected timescale for

responding. The LFB must respond to the complaint within 20 working days after the date of receipt of the complaint. If in exceptional cases it seems likely that the review will take longer than the normal timescale, the person making the complaint must be informed of reasons for the delay and an estimate of when they will receive a response. This should not exceed 40 working days. The response should be in writing and give reasons for the London Fire Commissioner's decision.

- 21.5 Where the review finds in the applicants favour the information should be disclosed immediately and an apology made to the applicant.
- 21.6 If the individual is not satisfied with the outcome of their review, they have the right to appeal to the Information Commissioner. This option must be communicated to the applicant in the final response to their complaint. The Information Access Team or the head of department carrying out the review are responsible for making sure this is done.

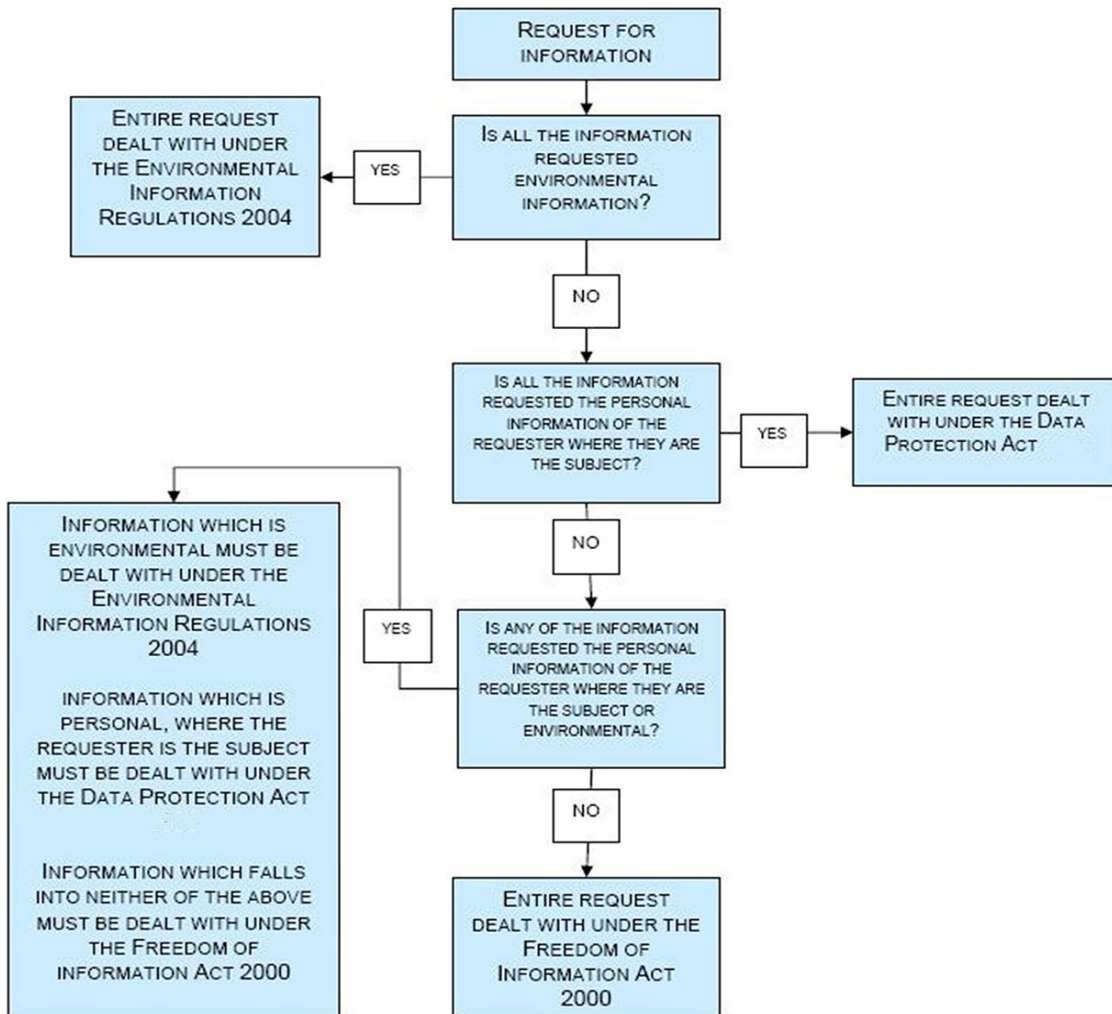
22 Role of Information Commissioner

- 22.1 The Information Commissioner is an independent government appointee who is responsible for compliance with the Environmental Information Regulations.
- 22.2 Should an individual be unhappy with the outcome of their complaint after having exhausted the corporate complaints and review procedure, they can appeal to the Information Commissioner. The Information Commissioner has the power to investigate how their request for information was dealt with and ask to see all associated records in relation to the complaint.
- 22.3 If the Information Commissioner does not find that the request was dealt with in compliance with the EIR, they have the power to issue a decision notice. If the Information Commissioner decides that the applicant had not been given the information they were entitled to they can force the London Fire Commissioner to release the information.

23 Further advice and guidance

- 23.1 Further advice and guidance is available from the Information Access Team , part of Knowledge Management in the Information and Communications Technology Department.
- 23.2 Further details about the Information Commissioner is available at <https://ico.org.uk/>

Appendix 1 - Request for information flow chart



Appendix 2 - EIR verbal request form

Name of applicant	
Third party's name (If the applicant is requesting information on behalf of a third party, ¹)	
Address for the information to be sent to	
Email	
Phone	
Date of request	
Information requested (Detailed note)	
Preference of form/format of the information	
Request taken by	

¹ For example the Citizens Advice Bureau may apply for information on behalf of an individual, and request that the information is sent to the third party direct.

Appendix 3 - EIR request form

Follow the link: <https://www.london-fire.gov.uk/about-us/transparency/freedom-of-information-search/> to send a request for information directly to the information access manager.

Appendix 4 - Exceptions

A request for information can be refused (or part of the information withheld) if:

- Information is not held (then there is a duty to refer the request on).
- The request is manifestly unreasonable.
- The request is too general (after fulfilling duty to advise and assist).
- The request is for unfinished documents or data (in which case estimated time for completion must be given).
- The request is for internal communications.

The London Fire Commissioner may also refuse to disclose information or withhold part of it in order to protect the following:

- Confidentiality of proceedings.
- International relations/public security/defence.
- The course of justice and right to fair trial.
- Commercial confidentiality.
- Intellectual property rights.
- Voluntary data (the interests of the person who provided the information).
- Environmental protection.

In addition, personal data covered by the Data Protection Law, where the applicant is not the data subject.

If information relates to emissions, a public authority cannot refuse to disclose it on grounds of confidentiality of proceedings, commercial confidentiality, voluntary data or environmental protection.

Public interest test

Where an exemption is applied, managers will have to consider the public interest test. This is where the public interest in withholding the information must outweigh the public interest in releasing the information.

Where the public interest in releasing the information is greater than withholding it, information will be provided, even if an exemption applies. The Head of Information Management has overall responsibility on deciding on the public interest test.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	06/12/2011	SDIA	H - 15/11/2011	HSWIA	12/02/2019	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Pg 9 para 15.1	Reference to staff charging removed.	09/02/2012
Page 17	'Subjects list' table - template updated.	23/12/2014
Throughout	Reviewed as current with no changes made.	29/01/2015
Page 12, para 21.4	Reference to PN779 removed as policy has been cancelled and replaced with PN420.	15/04/2015
Throughout	Reviewed as current with no changes made.	13/04/2018
Throughout	Reviewed as current minor changes made ,reference to staff applying for their personal record file through employment services	27/09/2019
Throughout	Reference to Data Protection Act (DPA) replaced with Data Protection Law.	23/06/2022
Throughout	Review as current, Knowledge Management Team (KMT) replaced with Information Access Team (IAT) and minor changes made.	06/02/2023

Subject list

You can find this policy under the following subjects.

Information access	Information sharing
Legislation	Public access

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification