



## Access to Information - Schedule of Charges

### **The fees regulations**

The following sets out how the University and its subsidiaries will charge for providing information in accordance with the Freedom of

### **Costs estimated to be above the appropriate limit**

When estimating the cost of complying with a written request for information under section 9A(3) and (4) of the Data Protection Act 1998 and section 12(1) and (2) of the Freedom of Information Act 2000 (FOIA) we will take into account the staff time, charged at a rate of £25 per hour, involved in the following activities:

Determining whether the information is held.

Locating the information or a document which may contain the information.

Retrieving the information, or a document that may contain the information.

Extracting the relevant information from a document containing it.

Where the cost of complying with a written request for information is estimated by us to be above £450, we will not be obliged to respond to a written request for information. In such cases, the Information Officer will usually contact the enquirer to suggest modifying the request so as to reduce the overall cost within the fees limit.

If we decide to comply with the request, we will charge for:

the costs which we may take into account in calculating that the appropriate limit was exceeded (as above); and

the communication costs; and

staff time, charged at £25 per hour per person, spent on the activities included under communication costs (as below).

### **Costs estimated to be below the appropriate limit**

Where the cost of complying with a written request for information is estimated to be below £450, we will simply charge for the expenses involved in:

contacting the requester to inform them the information is held; and

communicating the information to the requester.

Communication costs will include:

postage and other forms of transmitting the information;

reproducing any document containing the information, for example printing or photocopying;

postage and other forms of transmitting the information;

complying with section 11 of FOIA, where the applicant has expressed a preference for means of communication and where this is reasonably practicable; and

the physical costs of redaction, including materials (such as tape) and the rental or licensing costs of using specialist equipment for that specific activity.

### **Multiple requests under FOIA**

If the University receives two or more related requests within a period of 60 consecutive working days either from a single individual or from two or more individuals who appear to be acting in concert or in pursuance of a campaign; the costs of complying with the requests will be aggregated. If the estimated costs of complying with the requests are added together and the total is found to be in excess of £450, the University will not be obliged to comply with any of the requests.

### **Mixed requests**

Where a request for information is a mixed request (for example, if it contains a mixture of personal, environmental, publication scheme and general information) we will separate the request out into the different parts.

### **Personal information**

We charge the standard fee of £10 for access to your own personal information in accordance with the Data Protection Act 1998. The University also reserves the right to charge for communication costs as set out above.

### **Environmental information**

Charges for environmental information will be made under the terms of the Environmental Information Regulations 2004 and will cover the actual costs incurred by the University in producing the information.

### **VAT and method of payment**

Some charges attract standard rate VAT. All charges are payable in advance and the University will not be obliged to continue with the request until payment has been received in full.

Payment may be made by cheque, made payable to Bournemouth University and sent to:

The Information Officer  
Legal Services  
Bournemouth University  
2nd Floor Melbury House  
1-3 Oxford Road  
Bournemouth  
Dorset BH8 8ES

Payment may also be made by Banker's Draft.