



FREEDOM OF INFORMATION AT STAFFORDSHIRE UNIVERSITY

Essential information for all staff

www.staffs.ac.uk/legal/foi

If you have any queries about any of the content in this leaflet and what it means to you, please email: foi@staffs.ac.uk

You can find out more about the Freedom of Information Act from our webpages at: www.staffs.ac.uk/legal/foi

JISC legal information: www.jisclegal.ac.uk

FREEDOM OF INFORMATION AT STAFFORDSHIRE UNIVERSITY

The Freedom of Information (FOI) Act 2000

1. New law fully in force from 01 Jan 2005
2. It gives everyone both in and outside the University a right of access to information held by Staffordshire University.
3. It covers **all** digital and print records and information held by Staffordshire University whether current or archived.

There are situations where information is not required to be released and should not be released.

Staffordshire University Publication Scheme

- To help with our obligations under FOI, Staffordshire University has already produced a Publication Scheme.
- This details the types of information the University routinely provides to the public and how the public may access the information.
- It includes things like the University structure and organisation, its services and procedures, practices and guidelines.

For more information about the University Publication Scheme visit:
www.staffs.ac.uk/legal/foi/pub_scheme.jsp

The University also has a designated member of staff responsible for FOI who can be contacted at: foi@staffs.ac.uk

MEMBERS OF STAFF AND REQUESTS FOR INFORMATION

What does Freedom of Information mean to me?

- As an individual you will be entitled to access information from public authorities including from Staffordshire University.
- As an employee of Staffordshire University you need to be aware of the Act and be prepared to act quickly if you receive a request for information.
- All University records, including the records you keep, are potentially now open to greater scrutiny by the public.

What do I need to know if someone requests information from me about Staffordshire University or about any other information we hold?

- The request must be made in a recorded format e.g. tape, email, letter or written telephone message.
- The person requesting the information does not need to tell you it is an FOI request. All they need to do is to request the information.
- You are not entitled to know why they want the information or to check whether the person requesting it is genuine.
- A request for information may come to any part of the University from anywhere in the world.

What should I do when I receive a request for information and do I need to recognise it as an FOI request?

How you handle the request depends on the nature of it and your role in the University.

- If you routinely give out certain information to the public, staff and students, continue to give out this information as before.
- If you receive a request for information which:
 - Mentions FOI OR
 - Is NOT information you already routinely provide in the course of your work OR
 - You are unsure of OR
 - Is unusual

Pass the request immediately to your line manager. If your line manager is unavailable, for example, on holiday, pass the request immediately to the University FOI officer.

Staffordshire University fully supports this increased public access to information; however, FOI is not intended to mean that all University information may now be divulged by you. Reasons including data protection, confidentiality, and the commercial interests of Staffordshire University may still mean that the information is not and should not be released.

When you are in doubt about any request for information you receive, please contact your line manager or the FOI Officer.