

## Freedom of Information Procedure

The Freedom of Information Act (2000) gives the public the right, subject to certain exemptions, to access information held by public authorities such as university colleges. It also requires such public authorities to make such information available proactively through a publication scheme.

AECC University College strives to be as open as possible in its attitudes, operations, policies, and processes, and is pleased to share information about its activities. The best way to find information about the University College is to use the University College's website. However, if you cannot find the information that you require, please follow the procedure below:

### How to Request Information

If you wish to make a request under the terms of the Freedom of Information Act your request should:

- be in writing (this includes emails)
- state clearly what information is required
- state your name and an address for correspondence

If you require the information that you request to be supplied in a special format, for example in braille, audio or large type, please state this in your application.

### Please send your request to:

Email: [foi@aecc.ac.uk](mailto:foi@aecc.ac.uk)

Please mark the subject as 'Freedom of Information Request'

Or send to:

Data Protection Officer  
AECC University College  
Parkwood Campus  
Parkwood Road  
Bournemouth  
BH5 2DF

If we require further clarification regarding your request, we will contact you to clarify what it is that you want. Requests will be responded to within 20 working days (subject to exemptions or clarification) and you will not be charged a fee.

The Freedom of Information Act defines a number of exemptions which may prevent release of the information you have requested. There will be an assessment and if any of the exemptions apply then the information will not be released. Exemptions we sometimes use include:

- The information is available by another means (Section 21 of the Act)
- We intend to publish the information in the future (Section 22)
- The information might prejudice law enforcement (Section 31)
- The information might prejudice the effective conduct of public affairs (Section 36)
- It is information about the environment, in which case we will respond under the Environmental Information Regulations 2004 (Section 39)
- It is personal information (Section 40)
- The information was provided to us in confidence (Section 41)
- The information is protected by a legal professional privilege (Section 42)
- The information is commercially sensitive (Section 43)

If this is the case you will receive an explanation, quoting the relevant exemption, and an explanation of your rights of appeal.

The University College reserves the right to refuse any vexatious or repeated requests. This may include repeated requests from the same person for the same information, or requests which are intended to disrupt the University College's work.

The Freedom of Information Act does not transfer copyright in any information supplied under it.

If you do not feel that we have dealt with your request in accordance with the requirements of the Freedom of Information Act, you may request a review. Your request for a review should specify in what respect you do not feel that the requirements have been met. The request for a review should be to: Chief Operating Officer, AECC University College, Parkwood Campus, Parkwood Road, Bournemouth, BH5 2DF or sent by email to [foi@aecc.ac.uk](mailto:foi@aecc.ac.uk). Please mark the subject as 'Freedom of Information Request Review'.

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<b>Ratified by:</b>	SMG
<b>Originator / Author:</b>	Chief Operating Officer
<b>Owner:</b>	Chief Operating Officer
<b>Reference source:</b>	HE Exemplars
<b>Date approved:</b>	February 2022
<b>Effective from:</b>	March 2022
<b>Review date:</b>	March 2025
<b>Target:</b>	Governors, staff, workers, students of AECC University College and any contractors supplying services to AECC University College.
<b>Policy location:</b>	Staff Information Portal (SIP) and Moodle.
<b>Equality analysis:</b>	This policy has been developed with due regard to the University College's equality duty.