

Freedom of Information Procedure

Version – v5 –August 2026

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Procedure Owner – Vice Principal (Strategy) and University Secretary

Parent Policy Statement – Corporate Governance

Access or Staff Only Access - Public

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Changes and Reason for Changes – amended to align with UWS values and revised structure/titles.



FREEDOM OF INFORMATION PROCEDURE

1. INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (FOI) came into force on 1 January 2005. The Act means that if a person requests information from a Scottish public authority which holds it, they are entitled to be given it by the authority. This is subject to certain conditions and exemptions which are set out in the Act. The Act is enforced by the Scottish Information Commissioner.

The Freedom of Information legislation is complemented by the Environmental Information (Scotland) Regulation 2004 (EISR) which provides access to environmental information. These regulations give the public a general right of access to any recorded environmental information, set out a number of exceptions to this right and place some further obligations on the University with regard to the proactive dissemination of information. Though the access regimes differ in their details, the aims and objectives of the two pieces of legislation are the same.

It should be noted that neither piece of legislation covers the release of personal data about an individual. This is dealt with separately under the UK General Data Protection Regulation and the Data Protection Act 2018.

The way we work is guided by our Values of Integrity, Respect, Inclusivity and Accountability. We make sure we align our obligations under the Freedom of Information legislation with our obligation to ensure we are Accountable for our actions whilst recognising we must balance this with our need to protect our interests by keeping some information confidential and applying relevant exemptions. This procedure formalises the University's approach to the release of information under the above pieces of legislation in line with our Values and is relevant to all Faculties and Departments within the University.

What is an FOI Request?

A Freedom of Information Request can be any request for recorded information which has been put in writing or any kind of recorded format (voice recording, email etc.). A valid request must include the name and address of the applicant.

Requests for information that are considered '**business as usual**' requests do not require to follow the FOI process. Any other types of requests that may be covered by FOI or EISR should be passed to the FOI Office – foi@uws.ac.uk

The flow chart at Annex 1 provides details of how the FOI Office would handle any request.

What is the time limit for a response?

The University has up to 20 working days to respond to a request. The time limit starts the day after we receive a request. If we can respond to a request sooner than 20 working days, then we will do so.

If the request cannot be answered because it is not clear what is being requested, the requester will be contacted as soon as possible for clarification. The 20-working day clock pauses until the applicant responds with clarification.

If a request will take over fourteen staff hours to complete, we will issue fees notice to requestors asking them to pay a fee before we deal with their request. Again, the 20-working day clock pauses until the applicant has paid the fee.

What exemptions can be applied?

The Freedom of Information (Scotland) Act contains a number of exemptions that may mean we do not have to release information. For example, we may refuse an entire request in the following circumstances:

- Providing the information would exceed the cost limit specified in the legislation.
- The request is vexatious.
- The request repeats a previous request from the same person.
- The information is available via the UWS Publication Scheme.

In addition, the legislation allows us to apply other exemptions to the release of Information, for example, if the information requested is confidential or commercially sensitive.

Finding information

The Act only covers recorded information held by the University. When compiling a response to a request for Information, we may have to draw from multiple sources of information held, but we don't have to start compiling written documents or find out information from a third party if we don't already have the relevant information in recorded form.

Right of review

If an applicant is unhappy with the response (or have not had a response), they have the right to request a review by UWS.

If they are unsatisfied with the outcome of their internal review, then they can appeal to the Scottish Information Commissioner.

Annex 1 - What do we do with a request?

