



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

---

# Freedom of Information Policy

---

<b>Impact Assessed – Date:</b>	
--------------------------------	--

<b>Lead:</b>	Secretary and Clerk to the Governors
<b>Date of next review:</b>	2016-2017

## **Freedom of Information**

The purpose of this policy is to establish a framework for specific procedures and guidance to ensure that Cardiff Met is able to consistently comply with the Freedom of Information Act 2000.

Cardiff Metropolitan University recognises that it has a responsibility to comply with the Freedom of Information Act 2000 and will pay heed to the guidance in the Codes of Practice issued in accordance with the Act. We are committed to the principles of openness and transparency embodied in the Act and recognise that increased public access to information will contribute to more effective public participation in decision making, leading to better decisions.

Cardiff Met needs to produce, obtain, use and hold information in order to carry out its functions. We recognise that the Act applies to all recorded information, regardless of format, held by Cardiff Met, or by any companies wholly owned by Cardiff Met, as well as to information held by another organisation or individual on behalf of Cardiff Met, but not to information held by Cardiff Met on behalf of another. Information is covered by the Act regardless of where or by whom it was created.

Cardiff Met:

- 1 takes reasonable steps to organise and manage the information it holds, having regard to best practice;
- 2 Will increase public access to that information, where appropriate;
- 3 has and maintains procedures to enable all requests to be handled in an appropriate and timely manner;
- 4 has in place a complaints procedure;
- 5 approaches each request for information in the expectation that the information will be released;
- 6 considers favourably any request which concerns the decisions made by Cardiff Met and the reasons for those decisions or which relates to the delivery of services;
- 7 gives full consideration to releasing any information to which an exemption may apply, including applying the 'Public Interest Test';
- 8 ensures that relevant Publication Schemes are approved, maintained and regularly reviewed and that both the Schemes and the information contained in those Schemes are readily available to the public;
- 9 progressively increases the amount of information available through the Schemes, as well as the amount of information that is available electronically;
- 10 provides information to all Governors and staff to ensure that they are aware of their responsibilities and makes suitable training available;
- 11 ensures that reasonable advice and assistance is offered to those who have made or intend to make a request.

- 12 ensures that a Guide to Fees is made available and that any fees are charged in line with the Guide.

### **Responsibilities**

The senior manager with overall responsibility for Freedom of Information is the Secretary and the Clerk to the Governors.

The Secretariat is responsible for the overall development and maintenance of Freedom of Information compliance throughout Cardiff Met, including establishing and promoting good practice.

Governors and staff should adhere to all policies, procedures and guidance relating to the Freedom of Information Act.

### **Relationship with Other Policies**

This policy has a relationship with the Data Protection Policy, Environmental Information Regulations Policy, Records Management Policy and the Openness Policy, as well as with other policies and procedures relating to information, audit, equal opportunities and ethics.