

Freedom of Information Procedure

This procedure outlines the manner in which the University of Salford processes requests made under the Freedom of Information Act 2000 and Environmental Information Regulations 2004

1. Requests which are marked specifically as requests under the Act or made centrally to the Governance Services Unit (GSU) will be processed in accordance with this procedure and the requirements of the Freedom of Information Act 2000 (the Act) and/or the Environmental Information Regulations 2004 (the Regulations)
2. Any request which is received by a local unit of the University which could be considered as a “business as usual” request and which is not marked specifically as a request under the Act or the Regulations should be dealt with in accordance with the existing procedures within that specific unit and therefore are outwith the scope of this procedure.
3. Requests which are marked specifically as requests under the Act or the Regulations that are received by a local unit of the University should be forwarded as soon as possible to the Governance Services Unit.
4. All requests received by GSU shall be acknowledged within 5 working days.
5. Where information exists elsewhere and is already available to the requester by other means (even if a charge is applicable, they shall be directed to that alternative location).
6. All responses to requests shall be approved by a member of the University Executive.
7. All requests shall be responded to within twenty working days. Where it is impossible to meet this deadline, the requester shall be informed within twenty working days and informed when a response is likely to be sent.
8. When refusing a request, the University shall provide advice and assistance where this is appropriate.
9. The University’s stance on the charging of fees is set out in the Freedom of Information Fees Statement.
10. Where the University withholds information, it shall explain why the information is being withheld and which section of the Act or clause of the Regulations applies. It shall advise the requester that the response provided acts as a refusal notice.
11. All responses shall include details of how to request an internal review and how to contact the Information Commissioners Office.
12. All requests for an internal review and other complaints shall be considered in accordance with the Freedom of Information Complaints Procedure.
13. All responses will be published in a Disclosure Log on the University website.