

## **Charging Policy for Freedom of Information Requests**

The University of Birmingham provides some information free of charge on its website.

### **Determining whether the information is held, locating, retrieving and extracting the information**

In accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the University of Birmingham is not obliged to respond to a request for information where the cost of determining whether the information is held, locating, retrieving and extracting the information being sought is estimated to exceed £450.00. This is calculated at a rate of £25 per hour.

If this estimation exceeds the limit of £450 the University is entitled to decide whether to:

- Refuse the request
- Charge for the cost of complying
- Supply the information without the charge being imposed.

At this time the University will also discuss with the applicant ways of altering the request to reduce the cost.

### **Reproducing documents, postage and providing information in the requested format**

The University does not usually make a charge for reproducing documents, postage or for providing the information in the requested format. However for large requests or where the University has incurred substantial costs, in providing information in a requested format, the University may decide to charge the applicant. The charge will be no higher than that incurred by the University and will not include staff time.

Photocopying costs will be calculated in accordance with the rate for "External Users Service Photocopying" charged by the University's information services which can be found at: <http://www.library.bham.ac.uk/using/libraries/mainphoto.shtml>.

Should the cost involved in responding to your request exceed £10 you will be issued with a fees notice asking you to cover the cost of photocopying, postage and any other related costs. (It should be noted that if the calculated fee is less than £10, the fee will be waived).

### **Duplicate requests and campaigns**

Where more than one request is received from the same person, or people acting together as part of a campaign, the University may decide to aggregate costs when determining whether these costs amount to £450. This will occur where requests are similar in nature and occur within a 60-day period.

### **Payment**

When a fees notice is issued the 20 working day deadline for responding to a request will be suspended until the required fee has been paid. It should be noted that if the fee has not been received within 3 months the request will be cancelled. No information will be provided until full payment is received.