



Policy: Freedom of Information Act

Department: IT

Date: Approved October 2016

Review Date: January 2018

1.0 Purpose

The Freedom of Information Act 2000 has the aim of promoting greater openness about the way public authorities operate. The Act provides a statutory right with effect from 1 January, 2005 for members of the public, including individuals from outside the UK, to access information held by public authorities, subject to certain exemptions.

2.0 Scope

110% Ltd has two obligations under the Act:

- To adopt and maintain a register which gives details of the types of publications and information 110% Ltd can routinely make available to members of the public.
- To deal with requests for information from individual members of the public.

3.0 Principles and Guidelines

110% Ltd has a duty to respond to requests within 20 working days of receipt of the request.

In some instances, fees or the cost of disbursements (e.g. for photocopying) may be chargeable. If this is the case, 110% Ltd will issue a fee notice to the applicant.

Requests for your personal information or environmental information may also be made under the Data Protection Act and the Environmental Information Regulations respectively.

Requests under the Freedom of Information Act and Environmental Information Regulations should be sent by email to foi@110percent.io or made in writing to the Information Governance and Records Manager 110 Percent Group, UK.

Any applicant who is not satisfied with the way their request has been handled should request an internal review. Please see the [Internal Review Procedures](#) for more information about this.

5.0 Monitoring and auditing

This policy and its implementation will be subject to internal monitoring and auditing, and the outcomes from these processes will inform and improve practices as part of a commitment to continual improvement. 110% Ltd will also undertake appropriate benchmarking and external auditing exercises as may be applicable periodically.

6.0 Associated documents

Please refer to:

- [ISO 27001 guidelines](#)
- [Data Protection Act 1998](#)
- [Freedom of Information Policy](#)
- [Data Protection Policy](#)
- [Internal Review Procedures](#)

7.0 Review of policy

This policy will be reviewed at least every two years or when there are significant changes to it.

8.0 Contact list for queries related to this policy

Data Protection Officer
Chief Information Officer

9.0 Authority for this policy

Senior Management Team