

Access to Information - Schedule of Charges

The fees regulations

The following sets out how the University and its subsidiaries will charge for providing information in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 and the Environmental Information Regulations 2004.

Information accessed on-line

The majority of the information and publications on our website will be available to download free of charge. Before submitting a request for information, please check whether the information you seek is already publicly available.

Statutory charging regime

Where a statutory charging regime applies to the provision information, we will apply the charges prescribed by the relevant statute.

In particular, the University's wholly owned subsidiaries will follow the charging regime set out in the Companies (Fees for Inspection and Copying of Company Records) Regulations 2007, The Companies (Fees for Inspection and Copying of Company Records) (No. 2) Regulations 2007 and the Companies (Fees for Inspection of Company Records) Regulations 2008 for the records that fall within those Regulations.

Commercial publications

Some publications will only be available in hard copy and will be sold at cost price.

Other charges

- **Postage:** is charged at cost to the University. Please refer to <http://www.royalmail.com> for up-to-date details of Royal Mail's current charges.
- **Photocopying/Printing:** Black and white photocopies and printouts of documents (including web pages) will cost 10p per A4 side of paper and 20p per A3 side of paper. Colour copying will only be available in exceptional circumstances and will cost considerably more.
- **To convert hardcopy information to an electronic format:** 10 pence per side.
- **CDs:** £10 per CD
- **DVDs (i.e. CCTV footage):** £10 per DVD

Costs estimated to be above the appropriate limit

When estimating the cost of complying with a written request for information under section 9A(3) and (4) of the Data Protection Act 1998 and section 12(1) and (2) of the Freedom of Information Act 2000 (FOIA) we will take into account the staff time, charged at a rate of £25 per hour, involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document which may contain the information.
- Retrieving the information, or a document that may contain the information.
- Extracting the relevant information from a document containing it.

Where the cost of complying with a written request for information is estimated by us to be above £450, we will not be obliged to respond to a written request for information. In such cases, the Information Officer will usually contact the enquirer to suggest modifying the request so as to reduce the overall cost within the fees limit.

If we decide to comply with the request, we will charge for:

- the costs which we may take into account in calculating that the appropriate limit was exceeded (as above); and
- the communication costs; and
- staff time, charged at £25 per hour per person, spent on the activities included under communication costs (as below).

Costs estimated to be below the appropriate limit

Where the cost of complying with a written request for information is estimated to be below £450, we will simply charge for the expenses involved in:

- contacting the requester to inform them the information is held; and
- communicating the information to the requester.

Communication costs will include:

- postage and other forms of transmitting the information;
- reproducing any document containing the information, for example printing or photocopying;
- postage and other forms of transmitting the information;
- complying with section 11 of FOIA, where the applicant has expressed a preference for means of communication and where this is reasonably practicable; and
- the physical costs of redaction, including materials (such as tape) and the rental or licensing costs of using specialist equipment for that specific activity.

Multiple requests under FOIA

If the University receives two or more related requests within a period of 60 consecutive working days either from a single individual or from two or more individuals who appear to be acting in concert or in pursuance of a campaign; the costs of complying with the requests will be aggregated. If the estimated costs of complying with the requests are added together and the total is found to be in excess of £450, the University will not be obliged to comply with any of the requests.

Mixed requests

Where a request for information is a mixed request (for example, if it contains a mixture of personal, environmental, publication scheme and general information) we will separate the request out into the different parts.

Personal information

We charge the standard fee of £10 for access to your own personal information in accordance with the Data Protection Act 1998. The University also reserves the right to charge for communication costs as set out above.

Environmental information

Charges for environmental information will be made under the terms of the Environmental Information Regulations 2004 and will cover the actual costs incurred by the University in producing the information.

VAT and method of payment

Some charges attract standard rate VAT. All charges are payable in advance and the University will not be obliged to continue with the request until payment has been received in full.

Payment may be made by cheque, made payable to Bournemouth University and sent to:

The Information Officer
Legal Services
Bournemouth University
2nd Floor Melbury House
1-3 Oxford Road
Bournemouth
Dorset BH8 8ES

Payment may also be made by Banker's Draft.