



Freedom of Information Policy

Document Type	Policy
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Approved by	1.0 - Information Services Advisory Group (May 2006) and Senior Leadership Team (June 2006); 1.1 – Information Services Advisory Group (November 2009); 1.2 – Head of Legal Services (July 2019)
Approval date	As above
Review date	No later than end of August 2021
Version	1.2
Amendments	Date and changes
Related Policies & Procedures	Records Management Policy Information Management and Security Policy Data Protection Policy

1. SCOPE

1.1 This policy applies to any person who wishes to request access to information held by LSHTM, subject to the Freedom of Information Act 2000.

1.2 This policy also applies to those at LSHTM who are responsible for responding to such requests, and for LSHTM's Publication Scheme.

2. PURPOSE AND OVERVIEW

2.1 The Freedom of Information Act 2000 (the "Act") applies to all recorded information held by LSHTM, regardless of format, storage medium and age.

2.2 The Act gives the public a general right of access to information held by public authorities, subject to certain conditions and exemptions. There is no limitation on who may request access to the information, or for what purpose.

2.3 LSHTM is committed to the principle of public access to official information where possible and within the framework provided by the Act.

3. POLICY

3.1 The Act places the following requirements on LSHTM:

3.1.1 Information which is routinely published by LSHTM is made available in accordance with LSHTM's Publication Scheme;



- 3.1.2 Information which is not covered by the Publication Scheme is made available to enquirers on request, within 20 working days, unless a valid exemption or limit applies;
- 3.1.3 Exemptions under the Act and Regulations are applied appropriately, and in accordance with the legislation;
- 3.1.4 A fair and efficient internal review system is administered; and
- 3.1.5 A properly structured approach to managing records is in place to ensure that essential records of LSHTM's activities are maintained in appropriate detail



- 4.5 Some of the grounds for exemption from providing information to a requestor require the public authority to apply the public interest test. If the FOI team considers that more time may lawfully be needed to apply the public interest test, this will be communicated to the requestor within the initial 20 working day limit, and the final response will follow within a further 20 working days.

- 4.6 The response will give the requestor details of what they can do if they are unhappy with the outcome of the request, including information about LSHTM's internal review process,