



INFORMATION CHARGING POLICY

GUIDE TO CHARGES FOR INFORMATION

Issue No:	1
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Date Last Amended:	
Date Effective From:	November 2019
Review Date:	November 2022

Information Charging Policy

This policy sets out the charges which Ore Valley Housing Association may make for providing information

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) and the Environmental Information (Scotland) Regulations 2004 (the Regulations) give everyone the right to request information held by any Scottish public authority. Both laws also require authorities to publish some information proactively.

Ore Valley Housing Association has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

Ore Valley Housing Association is also a data controller for the purposes of the Data Protection Act 1998 and is therefore obliged to respond to subject access requests for personal data that it holds.

This policy sets out the charges Ore Valley Housing Association may make for providing access to information we hold.

Published information

This section applies to information which Ore Valley Housing Association publishes through the Model Publication Scheme 2016. We have produced a Guide to Information which sets out the information we make available through the scheme.

All information on our website **www.orevalleyha.org.uk** is available to download for free.

If you would like us to print off information from the website, or published information which isn't yet on our website, we may charge for providing information. However we will charge you no more than it actually costs us to provide it to you.

Where charges are made, they are as follows:

- Photocopying per double-sided sheet at 10p per black and white A4 sheet and 20p per colour A4 sheet.
- CD Roms are charged at £1.00 per computer disc.
- Postage costs are recharged at the rate we pay to send the information to you by Royal Mail First Class.

When providing copies of pre-printed publications we will charge no more than what it cost us, per copy, to have the publication printed.

Charges for information available only by request

This part of our charging policy applies to information which we do not routinely publish, but which anyone can request from us. It applies to all requests, whether for environmental or non-environmental information.

What may we charge for?

We do not charge for the time taken to determine whether we hold the requested information, nor for the time it takes us to decide whether the information can be released. Charges may, however, be made for the staff time taken to locate and retrieve the information and for providing it to you.

Calculating charges

Charges are calculated on the basis of the actual cost to Ore Valley Housing Association of providing the information.

Staff time is charged at the average hourly rate of pay for the grade(s) of the staff responding to the request, up to a maximum of £15 per hour per member of staff.

Charge waiver

We do not charge for information which costs less than £100 to provide to you.

Where information costs between £100 and £600 to provide to you, we may ask you to pay 10% of the cost of providing it.

For example, if you were to ask us for information that costs us £600 to provide, you could be asked to pay no more than £50. This fee is calculated on the basis of a waiver for the first £100 costs of providing the information and 10% of the remaining £500.

Where information costs over £600 to provide to you, we may ask you to pay the additional cost over that amount in full.

For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated on the basis of a waiver for the first £100 costs of providing the information, 10% of the next £500 costs, and full cost recovery for cost over £600 (in this example, £200).

Please note that Ore Valley Housing Association may refuse to deal with requests for non-environmental information which would cost more than £600 to provide.¹

Requests for your own personal data

This section applies to subject access requests to Ore Valley Housing Association, in terms of the Data Protection Act 1998, for personal data. We may charge a maximum of £10 for processing such requests.

Fees Notice

If we intend to make a charge we will contact you before we send any information. We will issue you a Fees Notice which sets out the charge and how it has been calculated. The notice will tell you how to pay the fee to us. It will also offer advice and assistance to help you narrow your request to reduce or avoid charges altogether.

If you receive a Fees Notice you can decide whether to pay for the information or to take up our offer of advice and assistance.

If we do not receive payment within 3 months of issuing a fees notice we will assume that you have withdrawn your request.

Contact Us

We are pleased to provide advice and assistance to anyone who would like to request information from us.

For more information contact:

Freedom of Information
Ore Valley Housing Association
114-116 Station Road
Cardenden
Fife
KY5 0BW
T: 01592 721 917

foi@orevalleyha.org.uk

www.orevalleyha.org.uk

¹ As permitted by section 12 of the Freedom of Information (Scotland) Act 2002 and associated Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. There is no similar provision in the Environmental Information (Scotland) Regulations 2004