

# Requests for information under the Freedom of Information Act 2000

## For the attention of all Staff

The Guildhall School is partly publicly funded and therefore is subject to the Freedom of Information Act 2000. All staff need to be aware of the following measures in place to assist the School's compliance:-

1. All staff (including professors) must be aware that the school is subject to the Freedom of Information Act 2000 (FOIA).
2. Any contracts with goods/service providers should include the City's standard FOI and Data Protection clauses if they do not already.
3. If the information being requested is held by a third party, then we may need to contact them for permission as to whether the information can be released.
4. All staff should read the guidance on CoLNet
5. All staff should report any requests for information as soon as they are received (the date on which the request is first made is important for calculating the School's compliance deadline for that request). Requests should be sent to the relevant department Access to Information Network (AIN) representative.
6. FOI requests have a compliance period of 20 working days therefore early reporting and provision of information for a request is beneficial.
7. Any staff who are responsible for Freedom of Information requests, may like to complete the City's e-learning which can be found on their website
8. It is a criminal offence to deface, block, erase, destroy or conceal any record held by the public authority, with the intention of preventing the disclosure by the authority of all, or any part, of the information to the communication of which the applicant would have been entitled. Not just the public authority but any person who is employed by, is an officer of, or is subject to the direction of, the public authority, may be charged with this criminal offence.
9. All Heads of departments should ensure that the above information reaches all those who may not receive it.

If you have any queries or concerns about FOI please contact your departmental AIN rep or Registry at [FOI@gsmd.ac.uk](mailto:FOI@gsmd.ac.uk) or the City of London's Compliance team at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk)

Registry

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