

TITLE: Freedom of Information Policy

Authorised by:
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Chief Executive

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What are my rights under FOIA and who can I request information from?

“The Freedom of Information Act gives people the right to request, in writing, information from public authorities. It is intended to promote a culture of openness and accountability amongst public sector bodies, and therefore facilitate better public understanding of how public they carry out their duties, why they make the decisions they do, and how they spend public money.” (EHRC, 2013)

How can I obtain information?

The policy states the right of individual access. You must make a request in writing (email is acceptable) and give your name and address. You do not have to say why you want the information. It will speed up the process if you are as clear and specific as possible about the information you want.

The response should confirm or deny whether the information you requested is held, and either provide the information or explain why it has not been provided, quoting one or more of the exemptions in the Act (e.g. that disclosure would damage commercial interests, or prejudice health and safety). If you are not satisfied with the response, you can use the internal complaints procedure, and if you are still not satisfied after the internal procedures are exhausted, you may apply to the Information Commissioner for a review.

What format can I request information in?

You can express a preference regarding the format you would like to receive the information in. This includes asking for information in Braille, audio format or in another language.

Request for Information

If you request information from SETA please write to SETA at the address below:

SETA Training & Advisory Services Ltd
18 Hammond Avenue,
South Reddish,
Stockport,
Cheshire,
SK4 1PQ

Alternatively contact Julie Burns at SETA on: **0161 480 9822**

How can I access more information about the Freedom of Information Act?

For more information visit: <http://www.equalityhumanrights.com/footer/freedom-of-information-act-policy/>