

## Requests for Information/Personal Data – Applicable Fees

The Freedom of Information and Data Protection Acts give you the right to ask the University for the information/personal data it holds. The University of Nottingham aims to comply fully with its obligations under the Acts and to ensure that the service it provides for those wishing to gain access to information is simple, efficient, and effective.

### Publication Scheme

Our Publication Scheme is a gateway to information which is available at all times. Most of this is available online at no charge. Charges may be made for copies of some larger documents.

For details of our Publication Scheme, please visit:

[www.nottingham.ac.uk/freedom-of-information](http://www.nottingham.ac.uk/freedom-of-information)

If your request is for information not covered by our Publication Scheme, applicable charges vary according to whether your request is handled under the Freedom of Information Act 2000 or the Data Protection Act 1998.

### Requests under the Freedom of Information Act

If your request is for information that is not personal to you (i.e., it is not for “personal data”), it will be handled under the Freedom of Information Act. The University will not normally make any charges for providing information where the costs of doing so are less than £50. In calculating costs the following rates have been agreed for use across the University: copying at 5p per page (black and white) and 10p per page (colour) and postage and packing at actual cost. If it is proposed to charge a fee the University will issue you a fees notice stating the estimated fee. When a fees notice is issued, you will have three months to pay – if no payment is received within that time, the University is not obliged to respond to your request.

Please note that the University is not obliged to respond to requests which would impose an unreasonable burden in terms of expense or staff time. Such requests are described as being above the “appropriate limit”. This is defined as the maximum expense/staff time that public authorities are obliged to spend on any request. The limit is set at £450 or eighteen staff hours. If we feel that locating and/or retrieving the information would involve exceeding the appropriate limit we will contact you to see if your request can be refined and brought under the limit. If not, we will decide whether to issue a fees notice (offering to provide the information on payment of a fee) or a refusal notice.

### Requests under the Data Protection Act

If your request is for information that is personal to you (i.e., your personal data), it will be handled under the Data Protection Act. To request access to your personal data you must submit a Subject Access Request. An administration fee of £10 is charged for this service. For details on how to make a Subject Access Request, please visit:

[www.nottingham.ac.uk/staff/dpa](http://www.nottingham.ac.uk/staff/dpa)

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