



## **Freedom of Information Policy**

**Date:** February 2016

**Version:** 1.1

<b>Policy Title</b>	Freedom of Information Policy
<b>Policy Number:</b>	POL 044
<b>Version</b>	1.1
<b>Policy Sponsor</b>	Director of Business Support
<b>Policy Owner</b>	Head of ICU / ICT
<b>Committee</b>	Business Support Committee
<b>Date Approved</b>	February 2016
<b>Date Screening Documentation Signed</b>	1 February 2016
<b>Date Set For Review</b>	Every 3 years. Next review 2019
<b>Related Policies</b>	Data Protection Records Management Information Security

#### Document / Version History: Summary of Changes from Version 1

Version	Status	Revision Date	Summary of Changes	Author
V 1.01	Draft	02/06/2015	<ol style="list-style-type: none"> <li>1. revised standard policy template applied</li> <li>2. document / version history table inserted as per IMG meeting 20/06/2015</li> <li>3. section 3 revised</li> <li>4. section 4 updated</li> </ol>	L Given
V1.02	Draft	16/06/2015	<ol style="list-style-type: none"> <li>1. section 5.3 removed</li> <li>2. minor changes to section 3.1 as per DC comments</li> </ol>	L Given
V1.03	Draft	12/2015	Reference to ICU network request procedure removed	L Given

## Freedom of Information Policy

### 1. Introduction

- 1.1 The Freedom of Information Act 2000 (the Act) provides a general right of access, subject to specific exemptions, to recorded information held by government departments and public authorities. Libraries NI is committed to ensuring an open and transparent approach to the provision of information about its aims and activities as it responds to information requests and by the routine publication of relevant documents.

### 2. Purpose

- 2.1 The purpose of this policy is to support openness and ensure compliance with the Act.

### 3. Policy

- 3.1 To meet the requirements of the Act and encourage a culture of openness Libraries NI will:
- maintain an approved publication scheme
  - publish routinely information required under the terms of the publication scheme
  - inform all staff of their responsibilities under the Act
  - put in place a procedure to ensure that requests are dealt with promptly within statutory timeframes and in accordance with the Act
  - maintain a process to deal with complaints received concerning the outcomes of information requests
  - train staff as necessary to process information requests
  - ensure records are managed to enable timely retrieval to support information requests
  - agree protocols with partners in relation to record keeping and information retrieval where appropriate
  - publish datasets (and any updated versions held) that have been requested, when appropriate to do so

#### **4. Authority**

Policy Sponsor: Director of Business Support

Policy Owner: Head of ICU / ICT

Policy Contact: Records Management Officer

#### **5. Related Documents**

##### **5.1 Policies**

- Records Management Policy
- Data Protection Policy
- Information Security Policy

##### **5.2 Procedures**

- Freedom of Information Request Handling Procedure

##### **5.3 Guidelines**

- Information Requests: Staff Guidance

#### **6. Monitoring and Review Date**

The policy will be monitored on an on-going basis for compliance and will be reviewed every three years.