

Freedom of Information Policy

Date: March 2022

Review Date: March 2025

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Policy Information	
Policy Title	Freedom of Information Policy
Policy Number:	POL 044
Version	2.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of ICU/IT
Committee and date recommended for approval	Business Support Committee 31 March 2022
Date approved by the Board	28 April 2022
Equality Screening Status	1. Date Screened: 17 January 2019 2. Screening Reviewed: 22 March 2022
Rural Needs Impact Assessment Status	1. Rural needs impact assessed: 15 January 2019 2. Rural needs impact assessment reviewed: 22 March 2022
Date Set For Review	Every 3 years. Next review March 2025
Related Policies	Data Protection Policy Records Management Policy Information Technology Security Policy

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

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4. Authority

Policy Sponsor: Director of Business Support

Policy Owner: Head of ICU / ICT

Policy Contact: Data Protection Officer

5. Related Documents

5.1 Policies

- Records Management Policy
- Data Protection Policy
- Information Technology 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.