

The Kingston Academy



Freedom of Information Access Policy September 2017

Date approved: 6 September 2017
Approved by: Kingston Educational Trust Board
Frequency of review: At least every three years
Next review due: September 2020

Freedom of Information Access Policy

1. Introduction

- 1.1. The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including academies.
- 1.2. The academy trust is responsible for compliance with the FOIA and needs to ensure that employees at the academy are able to comply with requests for information under FOIA. Academies have a duty to provide advice and assistance to anyone requesting information.
- 1.3. The FOIA presumes openness, but it recognises the need to protect sensitive information in certain circumstances and provides for certain exemptions. Even where certain exemptions apply, information must still be released if it is in the public interest to do so.
- 1.4. This policy sets out how The Kingston Academy proposes to deal with FOIA requests. Since requests for information can be directed to The Kingston Academy through anyone who works here, all staff should be aware of this process.
- 1.5. It should be noted that wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence and an academy trust, or any person who is employed by, or is an officer of, or is subject to the direction of the academy trust, may be at risk of criminal proceedings where such unlawful concealment, damage or destruction occurs. Therefore, it is important that no action is taken to delete or amend records that are subject to a request for information.

2. Responsibility for FOI at The Kingston Academy

- 2.1. The day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the academy's policy is delegated to the Headteacher.
- 2.2. A named individual with responsibility for FOIA (the "**Delegated Person**") will be designated and made known to all staff (currently Natalie Russell, Data Manager). They will provide a single point of reference, coordinate FOIA and related policies and procedures, take a view on possibly sensitive areas and consider what information and training staff may need. They will also be responsible for ensuring that a well managed records management and information system exists in order to comply with requests and that a record of all FOIA requests, refusals and reasons for refusals is kept, allowing the academy trust to review its access policy on a regular basis.

3. Procedure on Receipt of a Request for Information

- 3.1. Any person has a legal right to request access to information held by an academy. Enquirers do not have to say why they want the information and the request does not have to mention FOIA and can be addressed to anyone at the academy. The request must be in writing, which includes fax or email.
- 3.2. Time limits apply (see paragraph 16 below) and any request should be passed as soon as practicable to the Designated Person.

4. Dealing with a request for information

- 4.1. The enquirer is entitled to be told whether the The Kingston Academy holds the information (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can

include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and there are a number of exemptions which are set out in Schedule 1.

- 4.2. There are only four reasons for not complying with a valid request for information under FOI:
- 4.2.1.the information is not held by The Kingston Academy;
 - 4.2.2.the cost threshold is reached (£450);
 - 4.2.3.the request is considered vexatious or repeated; or
 - 4.2.4.one or more of the exemptions set out in Schedule 1 apply

To handle a request for information the Delegated Person will need to ask themselves a series of questions:

4.3. Is it an FOI request for information?

The request does not have to mention the FOIA. All requests for information that are not either requests for personal data made under the Data Protection Act or for information under the Environmental Information Regulations will be covered by the FOIA. For personal data requests please refer to The Kingston Academy's Data Protection Policy (a copy of which is available on the [policy page](#) of our website). Environmental information enquiries are ones which relate to air, water, land, natural sites, built environment, flora and fauna and health and any decisions and activities affecting any of these. These could therefore include enquiries about recycling, phone masts, car parking etc. If the enquiry is about environmental information, follow the guidance on the ICO's website or the DEFRA website.

4.4. Is this a valid FOI request for information?

An FOI request should:

- 4.4.1.be in writing, including email or FAX;
- 4.4.2.state the enquirer's name and correspondence address (email addresses are allowed);
- 4.4.3.describe the information requested (there must be enough information to be able to identify and locate the information. In cases where the enquiry is ambiguous you should assist the enquirer to describe more clearly the information requested. Where possible, establish direct contact. The aim is to clarify the nature of the information requested and not to determine the aims or motivation of the enquirer. If you notify the enquirer that you need further information to enable you to answer, you do not have to deal with the request until the further information is received and the response time limit starts from the date this is received); and
- 4.4.4.not be covered by one of the other pieces of information legislation described at paragraph 4.3 above.

Verbal enquiries are not covered by the FOIA. Such enquiries should only be dealt with where the enquiry is relatively straightforward and can be dealt with satisfactorily. However, for more complex enquiries, and to avoid disputes over what was asked for, you should ask the enquirer to put the request in writing or email, at which point the request will become subject to FOI.

5. Does The Kingston Academy hold the information?

- 5.1. Holding information means information relating to the business of the academy that:
- 5.1.1.the academy has created, or
 - 5.1.2.the academy has received from another body or person, or

5.1.3. is held by another body on the academy's behalf.

5.2. Information means both hard copy and digital information, including email.

5.3. If The Kingston Academy does not hold the information, you do not need to create or acquire it just to answer the enquiry, although a reasonable search should be made before denying that you have got information the academy might be expected to hold.

5.4. it is important that no action is taken to delete or amend records that are subject to a request for information, as this may result in criminal proceedings.

6. Has the information requested already been made public?

If the information requested is already in the public domain, for instance through our Freedom of Information Publication Scheme or on our website, direct the enquirer to the information and explain how to access it.

7. Is the request vexatious or manifestly unreasonable or repeated?

The FOIA states that there is no obligation to comply with vexatious requests. This is taken to mean a request which is designed to cause inconvenience, harassment or expense rather than to obtain information, and would require a substantial diversion of resources or would otherwise undermine the work of the academy. It is not intended to include otherwise valid requests in which the applicant may make complaints or vent frustrations. In addition, you do not have to comply with repeated identical or substantially similar requests from the same applicant unless a "reasonable" interval has elapsed between requests.

8. Can the academy transfer a request to another body? No, The Kingston Academy will need to consider all FOIA requests it receives. If the information is held by another public authority, such as the Education Funding Agency or the Department for Education, you must notify the enquirer that you do not hold the information and suggest where they may be able to obtain the information from. You should answer any parts of the enquiry in respect of information the academy does hold.

9. Could a third party's interests be affected by disclosure?

9.1. Consultation of third parties may be required if their interests could be affected by release of the information requested, and any such consultation may influence your decision. You do not need to consult where you are not going to disclose the information because you will be applying an exemption.

9.2. Consultation will be necessary where:

9.2.1. disclosure of information may affect the legal rights of a third party, such as the right to have certain information treated in confidence or rights under Article 8 of the European Convention on Human Rights;

9.2.2. the views of the third party may assist you to determine if information is exempt from disclosure, or

9.2.3. the views of the third party may assist you to determine the public interest test.

10. Does an exemption apply?

10.1. The presumption of the legislation is that you will disclose information unless the FOIA provides a specific reason to withhold it. There are more than 20 exemptions, however only a few are likely to be relevant to academies. They are set out in full in Schedule 1 and are mainly intended to protect sensitive or confidential information.

10.2. Only where you have real concerns about disclosing the information should you look to see whether an exemption might apply. Even then, where the potential exemption is a qualified exemption, you need to consider the public interest test to identify if the public interest in applying the exemption outweighs the public interest in disclosing it. Therefore, unless it is in the public interest to withhold the information, it has to be released. Schedule 3 contains advice on conducting a public interest test.

11. What if the request is for personal information?

Personal information is exempt from release under FOIA. However, if the person making the FOI request is the subject of that personal information, they are entitled to have this personal information made available to them under the terms of the Data Protection Act. Therefore, when responding to FOI requests, academies must not withhold personal data if the requestor would be entitled to have this personal information made available to them in response to a subject access request made under the DPA and you should refer to The Kingston Academy's Data Protection Policy (a copy of which is available on the [policy page](#) of our website).

12. What if the details contain third party personal information?

Personal information requested by third parties (i.e. personal information belonging to someone other than the requestor) is exempt from release under the FOIA where this release would breach the Data Protection Act. If a request is made for a document (e.g. Governing Body minutes) which contains personal information whose release to a third party would breach the Data Protection Act, the document may be issued by blanking out the relevant personal information as set out in the redaction procedure below.

13. Redacting documents

When redacting released documents:

- 13.1. mask the passages which are not to be disclosed and photocopy;
- 13.2. annotate in the margin against each blank passage, the exemption and section of the Act under which this passage is exempt (refer to Schedule1);
- 13.3. explain in the covering letter that the relevant exemptions are marked in the attachments and in the case of non-absolute exemptions, how the public interest test has been considered.
- 13.4. On no account must you use the computer to rewrite the document or email and simply delete the exempted passages so that the resulting document appears as though they did not exist. The one circumstance where this would be permissible would be where the only redacted parts are personal information such as people's names and the covering letter explains this.

14. How much can we charge?

- 14.1. The FOIA allows academy trusts to charge for providing information. In principle the Department for Education recommends that academies should charge to recover the costs to academy resources that would otherwise support teaching and learning but observes that academies will wish to consider whether calculating the cost of the fee outweighs the cost of providing the information. In practice the Department recommends that academies respond to straightforward enquiries free of charge and charge where the costs are significant.
- 14.2. If you are going to charge you must send the enquirer a fees notice and do not have to comply with the request until the fee has been paid. Schedule 2 gives more information on charging.

14.3. Where you have notified the enquirer that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

15. Does the estimated cost of complying exceed the appropriate limit?

If the cost of complying with the request will exceed the appropriate limit, the academy is not obliged to comply. Further information is at Schedule 2.

16. Is there a time limit for replying to the enquirer?

16.1. Compliance with a request must be prompt and within the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, the academy has up to 60 days to respond. Failure to comply could result in a complaint to the Information Commissioner. The response time starts from the time the request is received. Where you have asked the enquirer for more information to enable you to answer, the 20 days start time begins when this further information has been received.

16.2. If a qualified exemption applies and you need more time to consider the public interest test, you should reply within the 20 days stating that an exemption applies but include an estimate of the date by which a decision on the public interest test will be made. This should be within a “reasonable” time – in practice, it is recommended by the Department that normally this should be within 10 working days.

16.3. Where you have notified the enquirer that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

17. What further action is required to grant a request?

If the information is to be provided, you must immediately (and prior to providing the information) contact the Headteacher and they must ensure that the case has been properly considered and the reasons for providing the information are sound.

18. What action is required to refuse a request?

If the information is not to be provided, you must immediately contact the Headteacher (before refusing the request) and they must ensure that the case has been properly considered and the reasons for refusal are sound. If it is decided to refuse a request, you then need to send a refusals notice, which must contain:

- 18.1. the fact that the trust cannot provide the information asked for;
- 18.2. which exemption(s) you are claiming apply;
- 18.3. why the exemption(s) apply to this enquiry (if it is not self-evident);
- 18.4. reasons for refusal if based on cost of compliance (see Schedule 2);
- 18.5. in the case of non-absolute exemptions, how you have applied the public interest test, specifying the public interest factors taken into account before reaching the decision (see Schedule 3);
- 18.6. reasons for refusal on vexatious or repeated grounds; and
- 18.7. the internal complaints procedure.

For monitoring purposes and in case of an appeal against a decision not to release the information or an investigation by the Information Commissioner, you must keep a record of all enquiries where all or part of the requested information is withheld and exemptions are claimed. The record must include the reasons for the decision to withhold the information. Records should be retained for 5 years. There are no requirements to keep records where you have supplied the information

requested, but this is considered good practice and may assist where similar requests are received in the future, although each case should be considered separately.

19. What do I do if someone complains?

19.1. Any written (including email) expression of dissatisfaction (even if it does not specifically seek a review) should be handled through The Kingston Academy’s existing complaints procedure. Any complaint must be dealt in a manner which is fair and impartial and the procedure should be clear and non-bureaucratic. Wherever practicable, the review should be handled by someone not involved in the original decision. The academy trust should set and publish a target time for determining complaints and information on the success rate in meeting the target. The academy should maintain records of all complaints and their outcome. See our complaints policy (a copy of which is available on the [policy page](#) of our website).

19.2. When the original request has been reviewed and the outcome is that the information should be disclosed this should be done as soon as practicable. When the outcome is that procedures within The Kingston Academy have not been properly followed, the academy should review procedures to prevent any recurrence. When the outcome upholds The Kingston Academy’s original decision or action, the applicant should be informed of their right to appeal to the Information Commissioner. The appeal should be made in writing to:

The Case Reception Unit, Customer Service Team,
Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire, SK9 5AF.

20. Review

This policy will be reviewed by the Trust Board of Kingston Educational Trust at least every three years.

Approved and adopted 6 September 2017

Next review due: September 2020.

..... Date:
Peter Mayhew-Smith
Chair Board of Trustees

..... Date:
Sophie Cavanagh, Head Teacher

Schedule 1

Exemptions to the Release of Information

1. Introduction

- 1.1. A series of exemptions are set out in the Freedom of Information Act 2000 (the Act) which allow the withholding of information in relation to an enquiry. Some are very specialised in their application (such as national security) and would not usually be relevant to academies. There are more than 20 exemptions but academies are likely to use only a few of them.
- 1.2. There are two general categories of exemptions:
 - 1.2.1. **Absolute**: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest; and
 - 1.2.2. **Qualified**: where, even if an exemption applies, there is a duty to consider the public interest in disclosing information.

2. What are the Absolute Exemptions?

There are 8 absolute exemptions listed in the Act. Even where an absolute exemption applies it does not mean that you can't disclose in all cases; it means that disclosure is not required by the Act. A decision could be taken to ignore the exemption and release the information taking into account all the facts of the case and there is still a legal obligation to provide reasonable advice and assistance to the enquirer.

The absolute exemptions in the Act which might be relevant to academies are set out below (the other exemptions relate to information dealing with security matters, Court records, Parliamentary Privilege and prejudice to the effective conduct of public affairs. Please refer to the Act for details):

2.1. Information accessible to the enquirer by other means (Section 21)

If information is reasonably accessible to the applicant by another route than the Act, it is exempt information. This is the case even if the enquirer would have to pay for the information under that alternative route. This exemption includes cases where you are required to give information under other legislation, or where the information is available via the Publication Scheme.

2.2. Personal information (Section 40) - see also the qualified exemption part of Section 40.

Where enquirers ask to see information about them, this is exempt under the Act because it is covered by the Data Protection Act.

2.3. Information provided in confidence (Section 41)

This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable by that, or another, person.

2.4. Prohibitions on disclosure (Section 44)

Information is exempt where its disclosure is prohibited under any other legislation by order of a court or where it would constitute a contempt of court or where it is incompatible with any EC obligation.

3. What are the Qualified Exemptions?

- 3.1. With qualified exemptions, even if it is decided that an exemption applies, there is a duty to consider the public interest in confirming or denying that the information exists and in disclosing information. Advice on carrying out the public interest test is at Schedule 3. The qualified exemptions in the Act which might be relevant to academies are set out below (the other exemptions relate to national security, defence, international relations, relations within the UK, the economy, audit functions and formulation of government policy):

3.2. Information intended for future publication (Section 22)

If at the time the request was made, information is held with a view to publication, then it is exempt from disclosure if it is reasonable that it should not be disclosed until the intended date of publication. This could apply for instance to statistics published at set intervals, for example annually or where information is incomplete and it would be inappropriate to publish prematurely. The intended publication does not have to be by the Academy, it can be by another person or body on behalf of the Academy. The date of publication does not have to be known, it could be at some future date (although it is recommended that some idea of a likely date is given). The duty to confirm or deny does not apply if to do so would involve the disclosure of any of the relevant information. Remember, you still have a legal duty to provide reasonable advice and assistance.

3.3. Investigations and proceedings conducted by public authorities (Section 30) Information is exempt if it has at any time been held by the Academy for the purposes of criminal investigations or proceedings, such as determining whether a person should be charged with an offence or whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information.

3.4. Law enforcement (Section 31)

Information which is not exempt under Section 30 Investigations and Proceedings, may be exempt under this exemption in the event that disclosure would, or would be likely to, prejudice the following among others:

- 3.4.1. the prevention or detection of crime;
- 3.4.2. the apprehension or prosecution of offenders;
- 3.4.3. the administration of justice;
- 3.4.4. the exercise of functions such as ascertaining if a person has broken the law, is responsible for improper conduct, whether circumstances justify regulatory action, ascertaining a person's fitness or competence in relation to their profession, ascertaining the cause of an accident or protecting or recovering charities or its properties; or
- 3.4.5. any civil proceedings brought by or on behalf of the Academy which arise out of an investigation carried out for any of the purposes mentioned above.

The duty to confirm or deny does not arise where prejudice would result to any of these matters.

3.5. Prejudice to the conduct of public affairs (Section 36) (excluding matters covered by the absolute exemption part of Section 36)

Information likely to prejudice the maintenance of the convention of the collective responsibility or likely to inhibit the free and frank provision of advice or exchange of views. The Chair of the Board of Trustees must give their reasonable opinion whether disclosure would or would be likely to cause the above.

3.6. Communications with the Queen (Section 37)

Information is exempt if it relates to communications with the Queen, the Royal Family or Royal Household or if it relates to the award of honours. The duty to confirm or deny does not arise where this exemption applies.

3.7. Health and Safety (Section 38)

Information is exempt if its disclosure would or would be likely to endanger the safety or physical or mental health of any individual. The duty to confirm or deny does not arise where prejudice would result.

3.8. Environmental information (Section 39)

Information is exempt under FOI where it is covered by the Environmental Information Regulations. Environmental information can cover information relating to: air, water, land, natural sites, built environment, flora and fauna, and health. It also covers all information relating to decisions or activities affecting any of these.

3.9. Personal information (Section 40) – see also the absolute exemption part of Section 40.

Where an individual seeks information about themselves Data Protection Act powers apply. Where the personal information concerns a third party, it is exempt if its disclosure would contravene the Data Protection Act, or the data protection principles; or if the person to whom the information relates would not have a right of access to it because it falls under one of the exemptions to the Data Protection Act. The duty to confirm or deny does not arise in relation to this information if doing so would be incompatible with any of the above.

3.10. Legal professional privilege (Section 42)

Legal professional privilege covers any advice given by legal advisers, solicitors and barristers. Generally, such information will be privileged. An Academy wishing to disclose the information will need to seek consent from the provider of the advice. This exemption covers all such information where a claim to legal professional privilege can be in legal proceedings. The duty to confirm or deny does not arise where to do so would involve the disclosure of such information.

3.11. Commercial interests (Section 43)

Information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body (including the Academy). The duty to confirm or deny does not arise where prejudice would result to commercial interests but not where the information constitutes a trade secret.

4. Confidentiality and Applying Exemptions

When considering if an exemption to disclosure should apply, bear in mind that the presence of confidential markings such as Restricted, Confidential and Private does not constitute an exemption and is not in itself sufficient grounds on which to prevent disclosure. Each case must be considered on its merits.

5. Timing

Where information has previously been withheld, it must not be assumed that any subsequent requests for the same information will also be refused. Sensitivity of information decreases with age and the impact of any disclosure will be different depending on when the request is received. Therefore, for each request, it will be necessary to consider the harm that could result at the time of the request and, while taking into account any previous exemption applications, each case should be considered separately.

6. Next steps

In all cases, before writing to the enquirer, the Headteacher will ensure that the case has been properly considered, and that the reasons for refusal, or public interest test refusal, are sound.

Schedule 2

Charges

1. Introduction

FOI does not require charges to be made but Academies have discretion to charge applicants a fee in accordance with the Fees Regulations.

2. What are the costs that may be taken into account?

You need to take the following into account when calculating the estimated cost of complying with a request for information:

2.1. The prescribed costs. These are any costs reasonably incurred by the Academy:

2.1.1. In determining whether you hold information of the description specified in the request;

2.1.2. In locating and retrieving the information and in meeting the applicant's preference for communicating the information;

2.1.3. The cost of associated staff time. But it does not include the cost of staff time incurred in determining whether the Academy is obliged to comply with the request for information.

2.2. The disbursements. These are any costs directly and reasonably incurred by the Academy in:

2.2.1. Informing the applicant whether you hold information of the description specified in the request; and

2.2.2. Communicating the information to the applicant.

3. **Are there limits to the fee I can charge?** Yes. If you choose to charge a fee for complying with a request for information, it must not be more than the sum of the prescribed costs and the disbursements.

4. **What if the estimated costs exceed the threshold of £450** If the estimated cost of complying exceeds the threshold you are not required to comply with the request but may choose to do so. If you choose to comply with a request where the estimated cost exceeds the threshold you should calculate the charge as follows:

4.1. 10% of the prescribed cost for the first £450;

4.2. the prescribed costs over £450.

5. May I aggregate the costs where there are multiple requests?

Where two or more requests are made to the Academy by different people who appear to acting together or as part of a campaign the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with them all, provided that:

5.1. the two or more requests referred to in that section are for information which is on the same subject matter or is otherwise related;

5.2. the last of the requests is received by the Academy before the twentieth working day following the date of receipt of the first of the requests; and

5.3. it appears to the Academy that the requests have been made in an attempt to ensure that the prescribed costs of complying separately with each request would not exceed the appropriate limit.

6. How do I inform the applicant of the fee?

6.1. Where you intend to charge a fee for complying with a request for information then the Academy must give the person requesting the information notice in writing (the “fees notice”) stating that a fee of the amount specified in the notice is to be charged for complying.

6.2. Where a fees notice has been given to the person making the request, you do not need to comply with the request unless the fee is paid within three months of the notice being received.

Schedule 3

Applying the Public Interest Test

1. Background

Having established that a qualified exemption(s) definitely applies to a particular case, you must then carry out a public interest test to identify if the public interest in applying the exemption outweighs the public interest in disclosing it. Therefore, unless it is in the public interest to withhold the information, it has to be released. Although precedent and a developed case law will play a part, individual circumstances will vary and each case will need to be considered on its own merits.

2. Carrying out the test

It is worth noting that what is in the public interest is not necessarily the same as that which may be of interest to the public. It may be irrelevant that a matter may be the subject of public curiosity. In most cases it will be relatively straightforward to decide where the balance of the public interest in disclosure lies. However, there will inevitably be cases where the decision is a difficult one. Applying such a test depends to a high degree on objective judgement and a basic knowledge of the subject matter and its wider impact on the The Kingston Academy and possibly wider. Factors that might be taken into account when weighing the public interest include:

For Disclosure	Against Disclosure
Is disclosure likely to increase access to information held by the Academy?	Is disclosure likely to distort public reporting or be misleading because it is incomplete?
Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?	Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?
Is disclosure likely to improve the accountability and transparency of the Academy in the use of public funds and help to show that it obtains value for money?	Is disclosure likely to cause unnecessary public alarm or confusion?
Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed decisions ?	Is disclosure likely to seriously jeopardise the Academy's legal or contractual position?
Is disclosure likely to increase public participation in decision-making?	Is disclosure likely to infringe other legislation e.g. Data Protection Act?

For Disclosure	Against Disclosure
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Is disclosure likely to increase public participation in political processes in general?	Is disclosure likely to create a controversial precedent on the release of information or impair your ability to obtain information in the future?
Is disclosure likely to bring to light information affecting public safety?	Is disclosure likely to adversely affect the Academy's proper functioning and discourage openness in expressing opinions?
Is disclosure likely to reduce further enquiries on the topic?	If a large amount of information on the topic has already been made available, would further disclosure shed any more light or serve any useful purpose?

Note also that:

- potential or actual embarrassment to, or loss of confidence in, the Academy, staff or trustees is NOT a valid factor
- the fact that the information is technical, complex to understand and may be misunderstood may not of itself be a reason to withhold information
- the potential harm of releasing information will reduce over time and should be considered at the time the request is made rather than by reference to when the relevant decision was originally taken
- the balance of the public interest in disclosure cannot always be decided on the basis of whether the disclosure of particular information would cause harm, but on certain higher order considerations such as the need to preserve confidentiality of internal discussions
- a decision not to release information may be perverse i.e. would a decision to withhold information because it is not in the public interest to release it, itself result in harm to public safety, the environment or a third party?

You will need to record the answers to these questions and the reasons for those answers. Deciding on the public interest is not simply a matter of adding up the number of relevant factors on each side. You need to decide how important each factor is in the circumstances and go on to make an overall assessment.

3. For Disclosure

Where the balance of the public interest lies in disclosure, the enquiry should be dealt with and the information required should be made available. Where the factors are equally-balanced, the decision should usually favour disclosure (but see 3rd bullet point above).

4. Against Disclosure

- 4.1. After carrying out the public interest test if it is decided that the exemption should still apply, proceed to reply to the request.
- 4.2. There will be occasions when it has been decided that a qualified exemption applies but consideration of the public interest test may take longer. In such a case, you must contact the enquirer within 20 working days stating that a particular exemption applies, but including an estimate of the date by which a decision on the public interest test will be made. This should be within a "reasonable" time, in practice, it is recommended this decision is made and communicated within the 20 days, but where not possible it is suggested that no more than 10 working days beyond the 20 days should be allowed.

