FOI Briefing

• The Freedom of Information Act 2000 provides public access to information held by public authorities. KCL is covered by the act.

• The Act covers all recorded information including drafts, emails, notes, recordings, letters and records. The kind of information KCL would be expected to hold is available on the ICO website.

• Anyone can make an FOI request, they do not have to be a resident of the UK or a UK citizen.

• Organisations have the obligation to publish certain information proactively and to respond to requests for information.

• Under the law, Kings can refuse to deal with a request that would cost more than £450 to process. The calculation of the cost can include: a) Determining whether the requested information is held b) Locating and retrieving the information c) Extracting the information.

• The University is entitled to recover administrative costs for requests that cost less than £450. Kings will let the enquirer know if a cost may be incurred.

• When estimating the cost of complying with a written request for information King’s College London will take into account the staff time involved, charged at a fixed rate (currently £25 per hour per person) involved in the following activities: a) Determining whether the information is held b) Locating the information, or a document which may contain the information c) Retrieving the information, or a document that may contain the information d) Extracting information from a document.

• To be valid, requests must be made in writing, include the requesters real name, include an address for correspondence, describe the information requested - this can be in the form of a question.

• Requests should be sent to legal-compliance@kcl.ac.uk or by post to:
  Legal Compliance Team
  Information Management & Compliance
  8th Floor
  James Clerk Maxwell Building
  57 Waterloo Road
  London
• Kings have a duty to publish all of their FOI requests and corresponding answers. These are available on the Kings website

• There is more information available on the Information Commissioner’s Office website