



**Humber LEP Ltd**

# Freedom of Information Policy

**Humber LEP Ltd  
Implementation Date: April 2014**

## **POLICY ON FREEDOM OF INFORMATION**

### **SCOPE AND PURPOSE**

1. This Policy outlines the LEP's approach to access to information by the public and employees in accordance with The Freedom of Information Act 2000.
2. This Policy will be communicated to all staff and will be accompanied by Notes of Guidance and Procedures.
3. The Policy applies to all information held by the LEP irrespective of ownership.
4. The Policy also applies to all contractors and agencies operating on behalf of the LEP or on LEP premises. For the purpose of this Policy the term 'employee' covers all of these groups. The principles of this Policy will also apply to all Board Members and Directors of the LEP.
5. The Policy tells you who is responsible for dealing with requests for information within the LEP.
6. The Policy and Guidelines will cover all requests for information, except, requests from individuals for their own personal data and normal business process requests. Requests from individuals for their own personal data, Subject access Requests, should be handled under The Personal Data Handling Policy and Guidance, in compliance with The Data Protection Act 1998.

### **POLICY OBJECTIVES**

7. To ensure compliance with legislation, in particular the Freedom of Information Act 2000, in responding to requests for information by defining a request handling policy.
8. To ensure that the spirit of the legislation prevails and succeeds in making local government more transparent and accountable to the public. To do this by promoting a culture change towards all information being made publicly available by default, unless an exemption applies.
9. This policy will help us to comply with the guidance and Codes of Practice on the Freedom of Information Act produced by the Information Commissioner and the Lord Chancellor on making information accessible and on keeping our records.

**MONITORING AND REVIEW**

10. The Policy and Guidelines will be reviewed annually by the Office Manager to take into account changes in legislation and to ensure that they remain timely and relevant. Any changes will be publicised through the group and the usual communication channels.
11. The effectiveness of the policy will be assessed and reported to the Board on an annual basis.
12. The Policy and Guidelines will be published on the LEP web site and feedback from the public will be invited and fed into the review process.