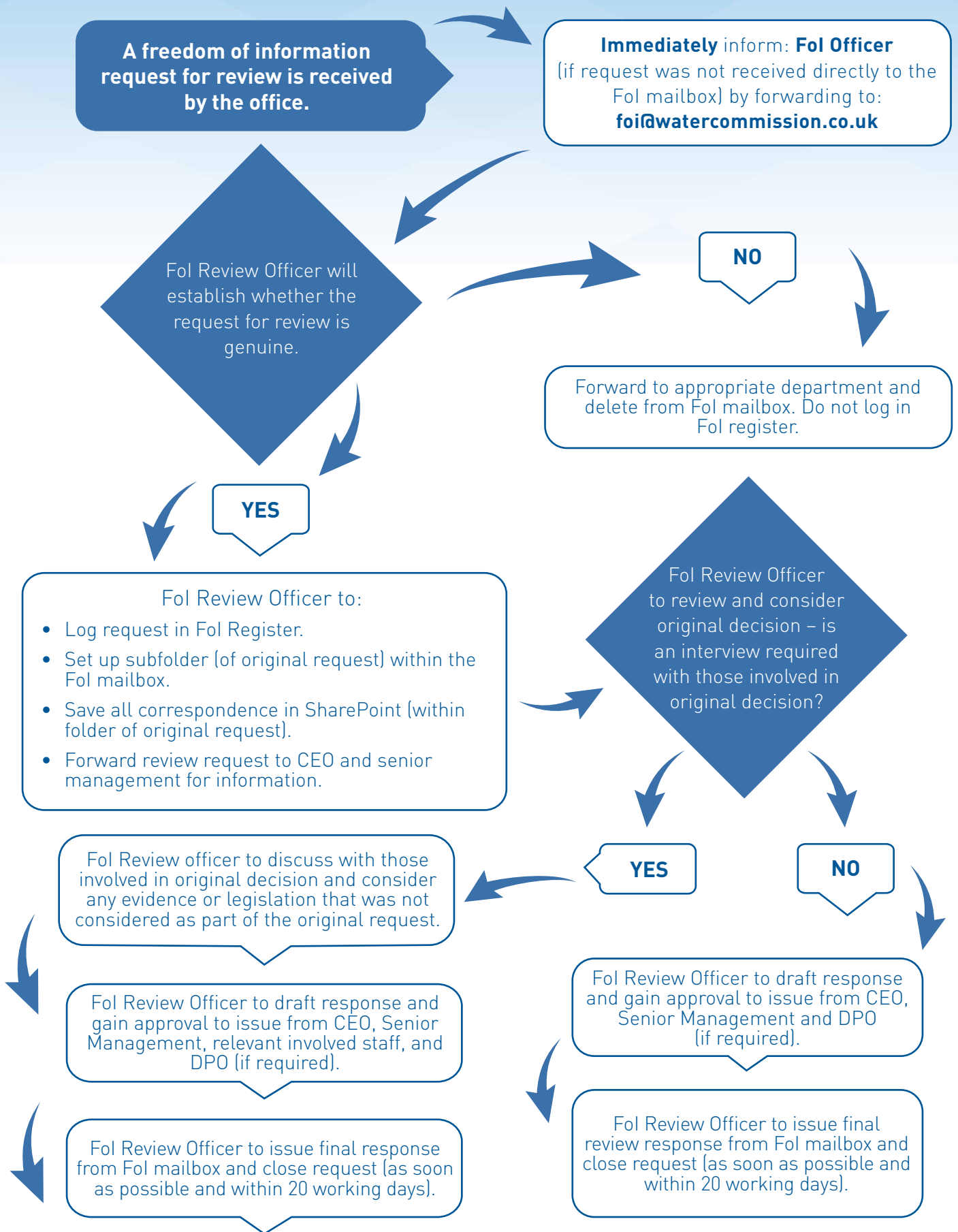


FREEDOM OF INFORMATION REVIEW PROCESS



All correspondence should be documented in the Fol register and logged appropriately in the Fol mailbox and on SharePoint.

FREEDOM OF INFORMATION REVIEW PROCESS

Fol Officer [Lead]: Senior Support Officer for Risk and Records

Fol Officer (cover): Assistant Manager for Analysis and Strategy

Fol Review Officer [Lead]: Chief Operating Officer

Fol Review Officer (cover): Secretary to the Commission

Steps for dealing with an Fol request:

1. Check Fol mailbox daily for new requests
2. Create new folder - as a sub folder to the original request - within the Fol mailbox for every new review request received
3. Save all correspondence relating to the review request in SharePoint within the folder of the original request
4. Add the review request to the Fol register – on the same line as the original Fol
5. Circulate review request to CEO and Senior Management for information. Copy in any other member of staff who was involved in the original Fol for information
6. A review request must be handled by an Fol review officer who was not involved in responding to the original request
7. Use the standard response template to draft an acknowledgement response (the Fol reference number should be added to the email title)
8. Send acknowledgement email from Fol mailbox
9. Review all correspondence for original request and be aware of who was involved in the original response and be prepared to discuss the evidence with them
10. Ensure sufficient time is available to carry out the review and that others are aware you may need to talk to them (response needs to be issued within 20 working days of receipt)
11. Draft a final response using the standard response template from SharePoint
12. Circulate proposed response to CEO and Senior Management for approval to send – obtain guidance or approval from DPO if required
13. Issue Fol review request response from Fol mailbox (with the relevant footer information)
14. Ensure Fol entry in register is completed
15. Save all emails to SharePoint