

Fees and Charges for the Provision of Information

Guidelines

Fees and Charges

Information made available through the College publication scheme is to be provided free of charge.

A calculation will be made of the cost of supplying any other information in response to a request which the requester will be asked to meet. This will be based on guidelines provided by the [Ministry of Justice](#) and will include a copying charge of 5p per A4 sheet plus postage. The College may choose to waive any charge under £5. If the calculated charge exceeds £450 the College may decline to supply the information requested.

If the request is a Subject Access Request, which is a request for personal information pertaining to the requester; it must be made according to *either* a specific College procedure *or* the guideline on [Making a Data Protection Request](#).

Other formats

Information will normally be provided via email. Requests for other formats will be considered and charged at cost, where it is possible to meet the request. If you have a disability and require information to be presented in a particular format, the information will be charged at the rate 5p per A4 sheet plus postage.

How to pay

When you make your request, you will be informed of the charge and told how to pay, you will be asked to quote the reference ICT011752 when you pay. Please note that the College will only dispatch copies when the appropriate fee has been received.

If you have a query about any aspect of Freedom of Information or Data Protection within the College please contact the Records Manager:

Suzy Taylor

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