

Fees and Charges for the Provision of Information

Guidelines

Fees and Charges

Information made available through the College publication scheme is 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. If the information is requested in hardcopy there will be a copying charge of 5p per A4 sheet plus postage. The College may choose to waive this charge if under £5. The College will use the Information Commissioner's Office guidelines to calculate the cost of time taken to locate the information, collate the response and in some instances redact exempt information. If the calculated charge exceeds the limit of £450 the College may decline to supply the information as requested but will contact the requester and see if the question can be refined, or resubmitted in part, to bring it below the limit.

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 may be charged at cost, where it is possible to meet the request.

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 ARE011752 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 Academic Registrar via records@newdur.ac.uk