



CHARGING FOR INFORMATION POLICY

1. Introduction

Within Scotland, there are three main statutes which provide the public with the right to information:

- The Freedom of Information (Scotland) Act (FOISA)
- The Environmental Information (Scotland) Regulations (EIR)
- The Data Protection Act (DPA)

FOISA and EIR give everyone the right to request information held by any public authority, including Harmeny. If requesters wish to access their personal data, however, they must make a subject access request under the DPA. Please see our separate Privacy Policy for further guidance in that regard.

This policy sets out the charges that Harmeny might make for providing access to information held.

2. Published Information

If you would like us to print information from the website, or published information which isn't yet on our website, we may charge you for providing the information, but will not charge you more than it actually costs us to print or send to you.

Where charges are made, they are based on all-inclusive costs, and are as follows:

- Photocopying per double-sided sheet at:
 - 10p per black and white A4 sheet
 - 20p per colour A4 sheet
 - 30p per black and white A3 sheet
 - 40p per colour A3 sheet.
- Electronic format: e.g. optical media as appropriate at 50p per item, and memory stick ranging from £5 to £20 depending on the amount of information.
- Postage costs will be recharged at the relevant applicable rate on the day that it costs us to send the information by Royal Mail First Class.

3. Charges for Information Available by Request Only

For the provision of information which we do not routinely publish, charges will not be made for the time taken to determine whether we hold the information but will be made for:

- The time taken to locate, retrieve, and provide the information; and
- The time taken to redact any document.

Staff time is charged at the average hourly rate of pay for the grade(s) of the staff responding to the request, up to a maximum of £15 per hour per member of staff.



3.1 Charging under the Freedom of Information (Scotland) Act (FOISA)

Harmeny is only allowed to charge if the fee exceeds £100.

Where information costs between £100 and £600 to provide, the fee will be 10% of the difference between £100 and the cost of providing the information.

For example, if the estimated cost is £300 then the fee to the applicant is £20.

£300 minus the first £100 = £200

x 10% of £200

= £20 (the final cost to the applicant).

If the estimated cost is more than £600, then the organisation does not have to supply the information. However, in those circumstances we will notify the applicant as to why we do not have to comply, and discuss the request with the applicant to find out if the scope of their request could be narrowed to bring it under the £600 limit.

3.2 Charging under the Environmental Information (Scotland) Regulations (EIRs)

For EIR requests, there is no upper or lower limits to the fees which may be charged, and no caps, as outlined above in relation to FOISA. Instead the Regulations state that fees shall not exceed “a reasonable amount” and must not exceed the actual costs of producing the information requested.

We are entitled to charge for the staff time taken in the location and/or retrieval of this information. Charges can also include staff time to redact information so that it can be provided in response to a request, but cannot include time spent determining whether information is actually held or is subject to one or more of the exceptions.

Charges can also include the actual costs of supplying the information, such as the cost of photocopying the documents and postage.

4. Requests for Your Own Personal Data

No charge will be made for making a subject access request. Please refer to our separate Privacy Policy.

5. Requests for Re-use of Our Information

All our information is made available under the Open Government Licence: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> which sets out what you can and cannot do with the information.

There is no charge to re-use information downloaded from our website.

If you require information in any other format, we will charge you for the actual cost of providing information in that way, e.g., the cost of printing, optical media item, or USB memory stick.



Staff time is charged at the hourly rate of pay for the grade(s) of the staff responding to the re-use request, as per section 3 above.

6. Fees Notice

If we intend to make a charge we will contact you before we send any information, within 20 working days of receipt of your request. We will issue you with a fees notice which sets out the charge and how it has been calculated. The notice will tell you how to pay the fee to us. Depending on the circumstances, it may also offer advice and assistance to help you narrow your request.

The requester has three months from the date of issue of the fees notice to pay the fee. We do not have to provide the information until the fee has been paid.

If the requester is not happy that we have issued a fees notice, they have the right to request a review of the decision to issue a fees notice.

7. Contact Us

We are pleased to provide advice and assistance to anyone who would like to request information from Harmeny.

For more information, contact:

The Admin Manager
Harmeny Education Trust
45 Mansfield Road
Balerno
Midlothian
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T: 0131 449 3938

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www.harmeny.org.uk

V#	Date	Summary
1	August 2017	Creation
2	April 2025	Revised to remove charges for SARs and refreshed in line with recent guidance