



GREAT GLEN VILLAGE HALL

Main Street, Great Glen. LE8 9GG

Registered Charity 243104

Great Glen Village Hall

Information about Freedom of Information

Introduction

This document aims to give information about the Freedom of Information Act 2000 (FOIA) and how it impacts Great Glen Village Hall Charity.

What is the Freedom of Information Act 2000?

The FOIA provides public access to information held by Public Authorities. The list of Public Authorities includes Government Departments, Local Councils (including Parish Councils), The Charity Commission, NHS, Law Enforcements Agencies, Armed Forces and the Big Lottery Fund.

More information can be found at this link:

<https://ico.org.uk/for-organisations/foi/what-is-the-foi-act-and-are-we-covered/#3>

Does Great Glen Village Hall Charity fall under the FOIA?

As the Act only covers Public Authorities, Great Glen Village Hall Charity does not fall under the umbrella of the FOIA. The only exception would be if the charity was owned by a Public Authority, which is not the case.

It is possible that in the future the FOIA position for charities may change.

Subject Access Request

However, if an individual requests information about what *personal data* is held about themselves, this would be a Subject Access Request, and we would be required to supply the information in line with our Data Protection Policy to comply with Data Protection Regulations.

What are the different categories of requests for information?

It is important to recognise the different types of information request:

- Freedom of Information Request

- Subject Access Request - see above regarding a request from an individual for personal information we hold about them.
- General Enquiry – this can include requests for information we routinely provide or publish on our website. If such a request is received, we should provide the information or direct to the relevant page of our website. Care should be taken to protect sensitive information (information that could breach confidentiality, involve personal data or harm commercial data. There are exemptions in the FOIA relating to this information and so we would not wish to make this information available on a routine basis).

What should we do if we receive Freedom of Information Request?

If a Freedom of Information request is received, we can inform the requester that we are not obliged to respond under the FOIA.

How can we be indirectly impacted by the Freedom of Information Act?

Information provided by Charities to Public Authorities may become subject to disclosure under the FOIA if the authority receives a request. This can happen where the charity engages with a Public Authority, for example applying for contracts, entering into agreements, applying for grants or sharing information as part of these processes (for example through a tendering process). So, for example, information submitted to a Public Authority through a grant application and submitted as part of performance reports could be subject to disclosure if the authority receives a FOIA request for such information. So, when engaging with Public Authorities it is important to understand the FOIA and its implications on those interactions.

The link below gives helpful information about the impact of the FOIA on charities, some of which has been included in this document:

<https://www.russell-cooke.co.uk/news-and-insights/news/charities-and-the-freedom-of-information-act-an-overview>

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