

# University of St Andrews

## Environmental Information Charging Schedule

### 1. Introduction

The Environmental Information (Scotland) Regulations 2004 (the “EIRs”) came into force on 1 January 2005. They give the public a general right of access to recorded environmental information. More information about the EIR’s is available through our website at: <http://www.st-andrews.ac.uk/staff/policy/freedomofinformationfoi/environmentalinformation/>.

### 2. Audience and scope

This document explains how the University will charge for information requested under the Environmental Information (Scotland) Regulations 2004. It is designed for members of the public and university staff who would like to know how charges for environmental information request responses are arrived at.

### 3. Policy Statement

There may be a charge made for the staff time taken to locate, retrieve and provide environmental information. Where the environmental information contains personal data, the staff time taken to redact this information may also be charged for. The University will waive the first £100 of the cost of responding to an environmental information request. Where the cost will be over £100, we will issue the applicant with a fee notice, detailing the tasks involved in responding to the request.

Costs will be calculated based on the actual cost to the University of providing the information. Information will be provided on receipt of the fee. Where possible, when sending a fee notice, we will suggest alternative information that is available, or ways of refining the request.

### 4. How costs will be calculated

#### a. Staff Time

The cost of staff time will be based on the average hourly rate of pay for the grade(s) of staff responding to the request with costs (i.e. pensions and national insurance contributions).

#### b. Reproduction charges

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 20p per A4 side of paper (colour copy).

#### c. Postage costs

Postage will be charged at the cost to the University of sending the information by first class post.

**d. Information provided free of charge**

Charges will not apply to:

- The initial cost of determining whether the University holds the requested information;
- Time taken to decide whether information can be released.
- Providing information in a specific format because the applicant has a disability or other costs incurred in order to fulfil the University's duties under equalities legislation.

**5. Exceptions**

The University reserves the right to waive all or part of the charge but will only do so in exceptional circumstances. For example, we may waive the charge where there is a significant benefit to the wider community in collating the information, which outweighs the resource implications of responding to the request. This will only be in the event of the agreement of the Associate Chief Information Officer (Information Assurance and Governance) and senior members of staff in the area(s) that own the information as appropriate.