



## **Freedom of Information Policy**

### **Purpose**

The Freedom of Information Act (FOI) 2000 provides public access to information held by the Parliamentary Works Sponsor Body and Restoration and Renewal Delivery Authority (hereafter called the Sponsor Body and Delivery Authority). Any individual may request recorded information under the Act and the Sponsor Body and Delivery Authority will ensure that these requests are dealt with in accordance with this legislation.

The Information Commissioner's Office (ICO) oversee this legislation for which the Sponsor Body and Delivery Authority are obliged to:

- Publish certain information proactively:
  - Organisation information, locations and contacts, and governance
  - Financial information
  - Strategy and performance
  - Policies and procedures
  - Lists and registers
  - Service provision
- Respond to requests for information
  - Inform the applicant if the information is held
  - Provide said information within 20 working days

### **Principles**

The main principle behind FOI legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to.

Under the legislation, the Sponsor Body and Delivery Authority have a duty to provide advice and assistance to the requester. It cannot be expected that the applicant has an in-depth knowledge of the Programme's information holdings or filing systems which necessitates a 'reasonable' approach to interpreting and answering requests. For example, if a requester asked for "*estimated costs for the works to improve the Palace of Westminster*", it might be reasonable to interpret the request to be for costs relating to the Palace of Westminster Restoration and Renewal Programme.

The Sponsor Body and Delivery Authority are not obliged to create any information under FOI but are obliged to assist the requester to understand what information is held, in order for them to make a decision about whether an alternative meets their requirements.

All recorded information held by the Sponsor Body and Delivery Authority is potentially subject to a request under FOI. This includes emails, hand-written notes, transcripts, desk notes, memos, audio and video recordings, letters, drafts, etc. It does not matter where this information is held as long as it is business information held on behalf of the Programme.

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