

# THE INSTITUTE OF CANCER RESEARCH

## POLICY & PROCEDURE

### FEE CHARGES UNDER FREEDOM OF INFORMATION 2000

There are two types of access to information held by The Institute:

1. Information included in the Guide to Information in The Institute's Publication Scheme
2. Any other information not already made available through its Publication Scheme

#### **Publication Scheme**

Charges for information will be as stated in the Guide to Information. The rates for Disbursements costs are as stated below.

#### **Access to other Information**

When estimating the cost of complying with a written request for information, The Institute will take in to account the staff time to be taken to do any or all of the following and cost the time at £25 per hour (as determined by the Government for Universities):

- Determining whether the information is held;
- Locating the information or a document which may contain the information;
- Retrieving the information, or a document, which may contain the information;
- Extracting the information from a document containing it

Where the cost of responding to the request is estimated to be below £450 (which is the appropriate limit decided by the Government for Universities), there will be no charge other than Disbursement costs.

If the estimated cost is above £450, The Institute is not obliged to answer the request. A Refusal Notice explaining this will be sent to the requestor within 20 working days.

Time taken or costs incurred in calculating the anticipated cost, in considering whether an exemption applies or in seeking legal advice will not be taken into account.

## **Disbursement Costs**

Material which is published and accessed on a website is provided free of charge.

Disbursement charges may be made for:

- reproducing any document or webpage
- postage and other forms of transmission

Black and white photocopies and printouts of web pages and electronic documents will be charged at 10p per A4 sheet plus second class postage. Prices may be adjusted in future to reflect increases in costs.

Information will not normally be provided in other formats, unless the format is required because you have a disability. In this case, the standard rate will be charged.

## **Issuing a Fee Notice**

If the cost of supplying the information is estimated to be:

- below £5 recovering the costs may be waived at The Institute's sole discretion
- over £5 the Disbursements costs will be recovered

Where a fee is to be charged, a Fee Notice will be served to the requestor within the:

- 5 working day time limit for requests for information under the Publication Scheme
- 20 working day time limit for any other information

Payment can be made by cheque to "The Institute of Cancer Research". The information will be supplied once the cheque has cleared.

The requestor has three months in which to pay, after which the request no longer is required to be answered.

*Approved by the Corporate Management Group 25.11.2008 Minute  
Reference CMG/11/08/43*

*Secretariat 24.11.2008 FOI Fees.Policy*