- The FOIA applies to public authorities.
- With regard to the Corporation, this means the Corporation as a local authority, police authority and port health authority.
- Public access to information about functions which fall outside these areas is managed in the spirit of the FOIA, unless there are policy or legal reasons for non-disclosure.
- Elected representatives are not 'public authorities', but in their official capacity, i.e. when acting in relation to Corporation business, duties or functions, they may be covered by the FOIA.
- If you have any queries about the FOIA, please contact Michael Gasson (Tel: 020-7332 1209).
- If you receive a FOI enquiry from someone outside the Corporation, please contact the relevant Committee Team or Department most likely to be able to deal with the enquiry, as soon as possible so that a response can be made within the statutory timescale.
- Please provide helpful 'out of office' autoreplies on your email, which will redirect the applicant in your absence.
- The Corporation's Publication Scheme lists information we routinely make available. The Scheme can be found on the Corporation's Internet site by searching under 'Publication Scheme' in the A-Z on the Home Page.
- An 'Access to Information' site on the Intranet has been set up which provides information for staff and Members about the FOIA and other general access to information legislation, and about the Corporation's policies on these. It can be found by going to 'Access to Information' on the A-Z on the Home Page.

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- The FOIA is fully retrospective, i.e. it applies to information of any date.
- Under the FOIA, 'information' covers all recorded information. So, it includes details of policy, procedures, decision-making, reports, minutes of meetings, correspondence (including emails), working papers, informal notes, etc.
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- The Act applies to information in any medium, i.e. electronic or hard copy.
- 'Information' also includes information copied or loaned from third parties who may not themselves be subject to the Act.
- Information held by our contractors may also have to be disclosed.

- It is a _____ to alter or destroy a record in order to prevent applicants receiving the information they have requested and to which they are entitled. u u
- Compliance with the