**Process for Dealing with Requests for Information under**

**FOIA March 2019**

Does request relate to FHSCE and Kingston University or St George’s University Hospitals NHS Trust

**DAY 0**

**Request for Information received by SGUL via** [**FOI@sgul.ac.uk**](mailto:FOI@sgul.ac.uk) **by GLAS**

**20 DAY CLOCK BEGINS THE NEXT DAY**

Request re-directed to FHSCE for Kingston University, or St George’s University Hospitals NHS Trust

**NO**

**YES**

GLAS sends request to FOIA Lead with DEADLINE.  
Is the request straightforward?

FOIA Lead prepares request

* Collate data
* Meetings with relevant staff
* Liaise with GLAS on:
  + Refusing information using one of the exemptions under FOI
  + Carrying out a Public Interest Test
* Draft Response

**ENDS**

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**YES**

**NO**

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Requester invited to request an internal review of decision by institutional reporting officer (COO). Appeal resolved?

FOIA Lead sends Draft Response to GLAS [FOI@sgul.ac.uk](mailto:FOI@sgul.ac.uk) for disclosure by DEADLINE.

Complaint from requester?

**YES**

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**NO**

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**YES**

**NO**

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**ENDS**

*Responsibilities*

* *GLAS manages communications with FOIA requesters and the Information Commissioner, the Publication Scheme and institutional reporting on FOIA.*
* *FOIA Leads manage Draft Responses, and maintain records of responses to reduce duplication of work.*

Once disclosed information is published on SGUL website and permanently in the public domain

**ICO decision notices / fines / tribunal first tier, tribunal second tier ENDS**

Requester directed to the Office of the Information Commissioner (ICO) to appeal SGUL decision

<http://www.ico.gov.uk>