

Information Management Services

Schedule of Charges

Schedule of charges for Provision of Information under Freedom of Information Act 2000.

Environmental Information Regulations 2004 and Data Protection Act 1998.

The information in this document sets out our charges for providing you with information under the Freedom of Information Act, the Environmental Information Regulations and the Data Protection Act 1998.

Our charges reflect current statutory requirements and guidance.

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The Data Protection Act 1998

When processing a Subject Access Request under the Data Protection Act 1998, we may charge a standard administration fee of £10 which is payable in advance of your request being processed. In some circumstances the administration fee may be waived, for example if an individual is on unemployment benefit.

Where a request is made for access to educational records, within the definition of the Data Protection Act, a sliding scale of charges applies depending on the number of pages supplied. Charges are as follows:

Number of pages	Maximum fee	Number of pages	Maximum fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	450-499	£45
90-99	£9	500+	£50

In rare cases, where the information requested is held in an unstructured filing system, we will apply the charges applicable for dealing with requests under the Freedom of Information Act 2000 (see below).

Please contact the Information Access Officer at the address shown below for further information about charges.

Details about how to make a Subject Access Request and application forms are also available on [Records Office website](#) under the Data Protection pages.

Alternatively write to:

The Information Access Officer
Corporate Information Management Unit
Worcestershire County Council
County Hall
Spetchley Road
Worcester
WR5 2NP
Email: dataprotection@worcestershire.gov.uk

The Freedom of Information Act 2000

We do not charge for processing requests under the Freedom of Information Act, providing that the cost of processing does not exceed the statutory limit of £450. This allows for 18 hours (two and-a-half-days) of time at a rate of £25 per hour. When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested.

We reserve the right to refuse a request where the estimated cost of processing exceeds £450. However, before refusing a request on this basis, we will always work with you to look at other ways of providing the information so that your request does not exceed the statutory limit.

Where we agree to process a request which exceeds the statutory limit of £450, you will be asked to pay our processing costs at a rate of £25 per hour.

Disbursements

Any disbursements associated with processing your requests are payable in all cases. Examples of disbursements include the costs of postage, reproducing the information and printing. See Disbursements Charges table further down this document for details.

Making More than One Request

For the purpose of calculating the statutory limit, where we receive two or more requests, within 60 days of each other, from an individual or group of individuals who appear to us to be acting together or in pursuance of a campaign, we may be entitled to aggregate the costs of processing those requests.

Environmental Information Regulations

In dealing with requests for information under the Environmental Information Regulations, we are entitled to charge a reasonable amount towards the cost of reproducing the information for you in the format you have requested. Our standard charges for reproducing information are set out in the table later in this document.

We will ask for payment before we process your request and in accordance with the law you will have 60 working days to pay. However, Worcestershire County Council takes a flexible approach to this part of the law and so if you think you might need longer to pay please get in touch with us for advice.

Refusing a Request for Environmental Information

In rare cases, we may refuse a request where the cost of processing is unreasonable. For example, where processing would place an unreasonable burden upon the Council, either in terms of officer time or the costs of reproducing the information sought. However, we will never refuse a request on this basis without first working with you to see what information can be provided within reasonable limits.

In determining if the cost of processing your request is unreasonable we may have regard to the statutory limit for processing requests under the Freedom of Information Act. This means that if we estimate that the cost of processing your request exceeds £450 then we reserve the right to refuse your request. This allows for 18 hours (two and-a-half-days) of time at a rate of £25 per hour.

Waiver of Costs

In exceptional cases we may waive the charges of producing information. Each application is considered on its own individual circumstances.

For Requests for information under the Freedom of Information Act 2000, Environmental information Regulations 2004 and Data Protection Act 1998

Photocopy (prices in £ per sheet)

Paper Size	Black and White 0-20 Sheets	Black and White 21+ Sheets	Colour
A4	Free	0.10	0.20
A3	Free	0.20	0.40
A2 (Plan size)	2.00 per plan		* see note
A1 (Plan size)	2.50 per plan		* see note
A0 (Plan size)	3.50 per plan		* see note

Printing (prices in £ per sheet)

Paper Size	Black and White 0-20 Sheets	Black and White 21+ Sheets	Colour
A4	Free	0.10	0.20

Audio Visual (price in £ per unit including protective cover)

Format	
CD	1.50
DVD	2.00
Audio Cassette	Price on Application

Photographs (price in £ per photograph)

All sizes Actual cost of reproduction

Email (including scanned images)

Free of charge

Postage

Variable weight and size

Costs dependent upon weight and size and based upon Royal Mail Standard 2nd class.

Where Applicant requests material to be sent by 'Signed For' and 'Special Delivery', these additional costs to be met by Applicant.

NOTES

***Maps and Plans**

Requests involving the copying and hand colouring of a coloured map or plan size A2, A1 or A0, will incur additional variable charges. Please ask about costs at the time of making your request.

Archive Records

Requests for information held within the Archive at Worcestershire County Record office may be subject to separate charges. Please refer to the Worcestershire County Record Office charges for details; please see the Records Office website policies section for information.