



THE UNIVERSITY OF BOLTON

FREEDOM OF INFORMATION

HANDLING REQUESTS : A guide for all staff

1. Rights to information

From 1 January 2005 the Freedom of Information Act provides members of the public with new rights of access to recorded information held by public authorities, including Universities. These rights are, however, subject to a range of exemptions that aim to preserve confidentiality or to serve the public interest and allow the University to withhold information.

The Act gives applicants two new rights:

If the information required is to be found on our website, via our Publication Scheme, or is available from elsewhere, the applicant should be directed to the information source. Once so directed, the enquiry is closed.

The Publication Scheme is a reference tool or catalogue guiding the public to