

Freedom of Information Act 2000 – website requests

There will be occasions where FOI requests made through the GoSafe website refers to data that is not held in the management office and requires to be transferred to a public authority as described in the Act

Request for data made to GoSafe website that is not held by the management office

Must be in writing, include the requester's real name, an address for correspondence and details of information requested. Note the applicant need not state FOI to make it a valid request.

Is the request valid?

No

If possible provide the correspondent with advice and/or refuse as per FOI legislation

Yes

Answer the question within 20 working days of receipt

Yes

Is the data held by the management office?

No

Is the data held by another public authority?

No

Inform the correspondent that no one within the GoSafe partnership hold the data requested

Yes

Information not held by GoSafe. Provide response that no information is held and to assist provide FOI details of body who holds the data to include email/phone number and address. Only transfer if Applicant requests.