



Freedom of Information Policy

May 2020

Introduction

1. The Freedom of Information Act 2000 (the Act) provides a right of public access to information held by public authorities which includes South Tees Development Corporation (the Development Corporation).
2. The Development Corporation is committed to its obligations under the Act which require it to do the following:
 - Publish certain information about its activities;
 - Respond to requests for information.

Scope of Policy

3. This policy applies to all recorded information held by the Development Corporation and includes both paper and electronic records.

Responsibilities

4. The Chief Executive has overall responsibility for the Development Corporation's compliance with the Act.
5. Day to day operations are the responsibility of the Governance Team.

Publication Scheme

6. We are required to have a Publication Scheme by the Freedom of Information Act 2000 and have adopted the standard Publication Scheme published by the Information Commissioner.
7. The Scheme sets out the kind of information we routinely make available to the public as part of our normal business activities.

Requests for Information

8. Under the terms of the Act individuals may submit written requests for information to the Development Corporation.
9. The contact details for submitting a request are as follows:

South Tees Development Corporation
Cavendish House
Teesdale Business Park
Stockton
TS17 6QY

Email: enquiries@southteesdc.com

10. Requestors have a right to be informed within 20 working days whether the Development Corporation holds the requested information and if so, to receive a copy of the information, unless an exemption applies.
11. There are a number of exemptions under the Act which entitle the Development Corporation to withhold information if it considers it is appropriate to do so. If the decision is made to withhold the information it will provide the requestor with the following:
 - Confirmation, if appropriate, whether the requested information is held;
 - Details of the appropriate exemption under the Act;
 - Reasons why it considers the exemption applies.

Fees

12. Information made available through the Publication Scheme will be provided free of charge unless otherwise stated.
13. The Development Corporation complies with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (2004). All requests that take less than 18 hours or £450 (being the “appropriate limit”) to process will be free of charge. If the estimated time for compliance is in excess of 18 hours then the Development Corporation may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice to be paid before the Development Corporation undertakes its retrieval of the requested information.

Internal Review and Complaints

14. Requestors have the right to ask for an internal review of how their request has been handled. This includes where the requested information has been withheld.
15. Such requests should be submitted in writing to enquiries@southteesdc.com. The internal review will be carried out by the Chief Executive within 20 working days of receipt.
16. If the requestor is dissatisfied with the outcome of the internal review then they can appeal the decision to the Information Commissioner’s Office (ICO) which oversees compliance with the Act. The ICO can be contacted at the following address:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Telephone: 0303 1231113

Web : www.ico.org.uk