

## Strathclyde Partnership for Transport

### Charging for Information Policy

#### Introduction

The Freedom of Information (Scotland) Act 2002 ("FOISA") and the Environmental Information (Scotland) Regulations 2004 ("EIRs") provide a general statutory right of access to information held by SPT, subject to certain limited conditions and exemptions. The freedom of information legislation also imposes certain duties on SPT as to the management of its records and the preparation and maintenance of a Publication Scheme setting out information which it makes routinely available and which can be quickly and easily accessed.

Where SPT processes personal data it is also obliged to do so in accordance with the General Data Protection Regulation. This means we are obliged to respond to requests for personal data held by SPT ("data subject requests").

This policy sets out the charges SPT might make for providing access to information held under FOISA and the EIRs.

#### 1. Published information

This section applies to information which SPT publishes through the Model Publication Scheme. SPT has produced a Guide to Information ([insert link to Guide](#)) which sets out the information it makes available through the scheme.

All information on SPT's website [www.spt.co.uk](http://www.spt.co.uk) is available to download for free.

If you would like SPT to print information from the website, or published information which is not yet on SPT's website, SPT may charge for providing the information, but will not charge more than it actually costs to do so. SPT will always tell you what the cost is before providing the information to you.

Where charges are made, they are as follows:

##### Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p
A3	20p

##### Colour photocopying

Size of paper	Pence per sheet of paper
A4	20p
A3	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate SPT pays to send the information to you. SPT's charge is for sending info by Royal Mail First Class.

When providing copies of pre-printed publications, SPT will charge no more than the cost per copy, pro rata, of the total print run.

SPT will not pass on any other costs to you in relation to providing its published information.

## 2. Information available only by request

This part of SPT's charging policy applies to information which it does not routinely publish, but which anyone can request from SPT.

If you would like to know more about asking for information from SPT, please see SPT's Access to Information page. [\(insert link to page\)](#)

## 3. Charges

SPT will provide most information free of charge but may impose a charge under certain circumstances.

In general, SPT will not charge for:

- (i) the time it takes to decide whether SPT holds the information you asked for;
- (ii) the time it takes to decide whether the information can be disclosed; or

Charges may be made for:

- (i) the staff time taken to locate and retrieve the information; and
- (ii) providing it to you.

Any costs associated with providing the information in a particular format e.g. photocopy or CD-ROM will be charged in accordance with SPT's charges for providing published information.

### Charging under FOISA

Staff time is charged at the average hourly rate of pay for the grade(s) of the staff responding to the request, up to a maximum of £15 per hour per member of staff.

SPT will not charge for information which costs less than £100 to provide to you.

Where information costs between £100 and £600 to provide to you, SPT may ask you to pay 10% of the cost of providing it.

For example, if you were to ask us for information that costs us £600 to provide, you could be asked to pay no more than £50. This fee is calculated on the basis of a waiver for the first £100 costs of providing the information and 10% of the remaining £500.

Where information costs over £600 to provide to you, we may ask you to pay the additional cost over that amount in full.

For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated on the basis of a waiver for the first £100 costs of providing the information, 10% of the next £500 costs, and full cost recovery for cost over £600 (in this example, £200).

Please note that SPT may refuse to deal with requests for non-environmental information which would cost more than £600 to provide.

### Charging under the EIRs

There are no upper or lower limits to the fee which may be charged for providing information under the EIRs, but any charges shall not exceed a reasonable amount or, in any event, the actual costs of producing the information requested.

Under the EIRs, staff time is charged on the basis of the actual hourly cost to SPT of employing the staff in question for the time spent (which includes the employer's national insurance and pension contributions).

The lowest grade member(s) of staff available to carry out the task (being of an appropriate grade to be dealing with the information in question and having the requisite skills and knowledge) will be used.

SPT will not charge a fee for allowing an applicant to access any public registers or lists of environmental information held by it, or to examine the information requested at a place which it makes available for that purpose.

SPT may elect to waive the fee under the following circumstances:

- if SPT is satisfied that there is a genuine and widespread public interest in the publication of the information in question. This is unlikely to be the case where a request appears to be driven by commercial interests or is highly specific in terms of focus or geographical area.
- if SPT is satisfied that it would be uneconomical to issue a fees notice and process payment.
- where information is requested which consists of a mixture of environmental and non-environmental information, and the non-environmental information would not be subject to a fee in terms of the FOI legislation.

#### **4. Requests for your own personal data**

SPT may charge a reasonable fee for processing requests in respect of your own personal data which are manifestly unfounded or excessive e.g. one that repeats the substance of previous requests.

#### **5. Requests for Re-use of SPT's Information**

All SPT published information and information on SPT's website is made available at no charge under the [Non-Commercial Government Licence](#) which sets out what you can and cannot do with the information.

If you wish to re-use information that is not contained in SPT's Guide to Information or in a way that is not compatible with the terms of the [Non-Commercial Government Licence](#), you are required to submit a formal request for re-use. SPT's response will tell you about any conditions for re-use and if you will be charged a fee to re-use the information.

If you would like to know more about submitting a formal request for re-use to SPT, please see SPT's Re-use of public sector information page. [\(insert link to web page\)](#)

#### **6. Fees Notice/Waiver**

Unless SPT elects to waive the fee, it will notify you of any applicable charges before sending any information.

Where applicable, SPT will issue you a Fees Notice which sets out the charge and how it has been calculated. The Fees Notice will tell you how to pay the fee to SPT. It will also offer advice and assistance to help you narrow your request to reduce or avoid charges altogether.

If you receive a Fees Notice you can decide whether to pay for the information or to take up SPT's offer of advice and assistance, as referred to above.

If SPT does not hear from you within a set period of issue of a Fees Notice (as noted below), it will assume that you have withdrawn your request.

- 3 months for FOISA
- 60 working days for EIRs

## 7. Contact us

SPT is pleased to provide advice and assistance to anyone who would like to request information from it.

For more information contact:

Legal and Property  
Strathclyde Partnership for Transport  
131 St Vincent Street  
Glasgow  
G2 5JF

Telephone: 0141-333-3787

E-mail: [foi@spt.co.uk](mailto:foi@spt.co.uk)