

Freedom of Information

The Freedom of Information Act was established in 2000 with the intention of encouraging a culture of openness in government and public bodies. The Act established the right of access to information held by public bodies and placed obligations on such bodies to disclose information, subject to various exemptions. In common with other public bodies and institutions the Wallace Collection complies with the Act. The Senior Management Team of the Wallace Collection has responsibility for Freedom of Information and the Collection's compliance with the Act. They in turn report to the Wallace Collection's Board of Trustees.

Subject to a request, either by letter or email, anyone can make a request for information. An applicant has the right to be told if the information specified exists and also has a right to receive the information as far as is possible and practicable, in the manner and form requested.

The Wallace Collection, unless an exemption under the Act applies, must respond to a request within 20 working days from the date of receipt of the request. Personal or commercially sensitive data or information provided to the Collection in confidence may be exempt from disclosure, in such cases the reason(s) for non-disclosure will be explained.

The Collection endeavours not to charge for the provision of information in response to a request, however, in cases where significant staff time is required to provide the information requested the Collection may request a fee. The 20 day response time will be suspended in these cases pending payment of the fee.

Should an applicant for information be dissatisfied with the Collection in respect of a request for information, the complaints procedure should be followed. The first step is to write (letter or email) to the Director of the Wallace Collection setting out the reasons for the complaint. The Director will consider the complaint and conduct an internal review if appropriate. If the applicant is dissatisfied with the outcome of the review then the Information Commissioner should be contacted.

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.org.uk

Tel: 0303 123 1113

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