



## **FINANCE AND ICT DIRECTORATE**

# **Schedule of Charges**

## **Schedule of Charges for Provision of Information under the Freedom of Information Act 2000 and Environmental Regulations 2004; and Data Protection Act 1998**

The information in this document sets out our charges for providing you with information under the Freedom of Information Act 2000, the Environmental Information Regulations and the Data Protection Act 1998.

Our charges reflect current statutory requirements and guidance.

### **Freedom of Information Act 2000**

In accordance with the Act, we do not charge for processing requests under the Freedom of Information Act, providing that the cost of processing does not exceed the statutory limit of £450. This allows for 18 hours (two and-a-half-days) of time at a rate of £25 per hour. When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested.

We reserve the right to refuse a request where the estimated cost of processing exceeds £450. However, before refusing a request on this basis, we will always work with you to look at other ways of providing the information so that your request does not exceed the statutory limit. Where we agree to process a request which exceeds the statutory limit of £450, you will be asked to pay our processing costs at a rate of £25 per hour.

### **Disbursements**

Any disbursements associated with processing your requests are payable in all cases. Examples of disbursements include the costs of postage, reproducing the information and printing. See Disbursements Charges table further down this document for details.

### **Making More than One Request**

For the purpose of calculating the statutory limit, where we receive two or more requests, within 60 days of each other, from an individual or group of individuals who appear to us to be acting together or in pursuance of a campaign, we may be entitled to aggregate the costs of processing those requests.



## Environmental Information Regulations

In dealing with requests for information under the Environmental Information Regulations, we are entitled to charge a reasonable amount towards the cost of reproducing the information for you in the format you have requested. Our standard charges for reproducing information are set out in the table later in this document.

We will ask for payment before we process your request and in accordance with the law you will have 60 working days to pay. However, NIAS takes a flexible approach to this part of the law and so if you think you might need longer to pay please get in touch with us for advice.

## Refusing a Request for Environmental Information

In rare cases, we may refuse a request where the cost of processing is unreasonable. For example, where processing would place an unreasonable burden upon NIAS, either in terms of officer time or the costs of reproducing the information sought. However, we will never refuse a request on this basis without first working with you to see what information can be provided within reasonable limits.

In determining if the cost of processing your request is unreasonable we may have regard to the statutory limit for processing requests under the Freedom of Information Act. This means that if we estimate that the cost of processing your request exceeds £450 then we reserve the right to refuse your request. This allows for 18 hours (two and-a-half-days) of time at a rate of £25 per hour.

## Waiver of Costs

In exceptional cases we may waive the charges of producing information. Each application is considered on its own individual circumstances.

## DATA PROTECTION ACT 1998

### Data Protection Act 1998

When processing a Subject Access Request under the Data Protection Act 1998, we may charge a statutory fee of £10 which is payable in advance of your request being processed. In some circumstances the fee may be waived, for example if an individual is on benefits (proof may be required) or due to the sensitivity of the request.

The Data Protection (Subject Access) Fees and Miscellaneous Regulations 2000 provides that whereas the normal maximum access fee that may be charged is £10, for health records a fee of up to £50 may be charged for paper notes and £10 for computerised records.

Details on how to make a FOI request, Subject Access Request and EIR request and application forms etc are on the Trust's [website](#).

Alternatively write to:

Corporate Manager  
Finance and ICT Directorate, Information Department,  
Northern Ireland Ambulance Service Headquarters  
Site 30, Knockbracken Healthcare Park  
Saintfield Road, Belfast, BT8 8SG

**For Requests for Information under the Freedom of Information Act 2000 and Environmental Regulations 2004; and Data Protection Act 1998**

**Photocopy (prices in £ per sheet)**

<b>Paper Size</b>	<b>Black and White 0-20 Sheets</b>	<b>Black and White 21+ Sheets</b>	<b>Colour</b>
A4	Free	0.10	0.20
A3	Free	0.20	0.40

**Printing (prices in £ per sheet)**

<b>Paper Size</b>	<b>Black and White 0-20 Sheets</b>	<b>Black and White 21+ Sheets</b>	<b>Colour</b>
A4	Free	0.10	0.20

**Audio Visual (prices in £ per sheet)**

<b>Format</b>	<b>Per Item</b>
CD	1.50
DVD	2.00

**Photographs (price in £ per photograph)**

All sizes: Cost of reproduction

**Email (including scanned images)**

Free of Charge

**Postage**

Variable weight and size

Costs dependent upon weight and size based upon Royal Mail Standard 2<sup>nd</sup> Class.

Where applicant requests material to be sent by "Signed For" and/or "Special Delivery", these additional costs to be met by applicant.