

1. Introduction

- 1.1. This policy sets out the procedures for handling requests for information made under the Freedom of Information Act 2000 (FOIA) in relation to the activities of The Liverpool Institute for Performing Arts (LIPA).
- 1.2. The aim of this policy is to ensure that LIPA complies with its obligations under the FOIA by ensuring that information is released promptly and efficiently, subject to any exemptions or restrictions that may apply.

2. Policy Statement

- 2.1. LIPA is committed to being open and transparent in its dealings with the public and will therefore provide access to information about its activities in accordance with the FOIA, subject to any exemptions or restrictions that may apply.

3. Scope of the Policy

- 3.1. This policy covers all information held by LIPA, regardless of the format in which it is held, and applies to all members of staff, students, contractors and other individuals who handle information on behalf of LIPA.

4. Requests for Information

- 4.1. All requests for information under the FOIA must be made in writing, either by email or letter, and should be submitted via email to foi@lipa.ac.uk.
- 4.2. Alternatively, requests can be submitted at the following address:

Freedom of Information Officer
The Liverpool Institute for Performing Arts
Mount Street
Liverpool
L1 9HF

4.3. All requests should include the following information:

- The name and address of the requester;
- A description of the information requested;
- Any specific details required to locate the information, such as dates or file references; and
- A contact address for the response.

5. Response Times

- 5.1. LIPA will respond to all FOIA requests within 20 working days of receipt, subject to any exemptions or restrictions that may apply. If LIPA is unable to respond within this timescale, the requester will be informed of the reasons for the delay and given an estimated timescale for the response.

6. Fees

- 6.1. LIPA will not charge for providing information under the FOIA, except in circumstances where the cost of providing the information exceeds the appropriate limit set out in the FOIA. In these cases, LIPA may refuse to provide the information or may charge a fee for the provision of the information.

7. Exemptions

- 7.1. LIPA may withhold information under the FOIA if it is exempt under the Act. The FOIA contains a number of exemptions that may apply to certain types of information. LIPA will consider each request on a case-by-case basis to determine whether any exemptions apply.

8. Complaints and Appeals

- 8.1. If a requester is dissatisfied with LIPA's response to an FOIA request, they have the right to complain to LIPA in the first instance. Complaints should be submitted via email to dpo@lipa.ac.uk.
- 8.2. Alternatively, requests can be submitted at the following address:
Data Protection Officer
The Liverpool Institute for Performing Arts
Mount Street
Liverpool
L1 9HF
- 8.3. If the requester is dissatisfied with LIPA's response, they have the right to complain to the Information Commissioner's Office (ICO).

9. Review and Monitoring

- 9.1. This policy will be reviewed periodically to ensure that it remains up to date and effective. LIPA will monitor the implementation of this policy to ensure that it is being followed and that any necessary changes are made.