



record, hold and discard, and ensure it is managed properly. Executive Deans and Heads of Services must ensure that all new members of staff receive an introductory briefing on the Freedom of Information Act.

Any staff member who employs contractors, short term or voluntary staff must ensure that they are made aware of their obligations under the Act and the requirements of the policy. The University's standard freedom of information clause must be inserted into all University contracts.

### **Publication Scheme**

The University's Publication Scheme is available on the external website and is maintained by the Freedom of Information Officer and reviewed on an annual basis. Individual Faculties and Services are responsible for ensuring that information posted elsewhere on the website is kept up to date, so that the scheme functions as an effective guide to accurate information about the University.

### **Requests for Information**

Requests for information should be sent to:

Adeyemi Adesilu  
Information Governance Manager  
Middlesex University  
Hendon Campus  
The Burroughs  
London NW4 4BT

Email:  
FOI@mdx.ac.uk

Requests have to be made in writing (which includes e-mail and fax, as well as paper), but do not have to mention FOIA. This means any enquiry requesting information not included in our Publication Scheme is technically a request under FOIA. As such, the University is obliged to provide the information (or reasons for withholding it) within 20 working days, and consequently it is important for all staff to check post and e-mail regularly and to respond to such enquiries, or requests as required.

A number of exemptions to information requests apply, where disclosure would not be in the public interest. Where Middlesex University considers that the public interest in withholding the information requested outweighs the public interest in releasing it, the University will inform the applicant of its reasons, unless providing the reasoning would effectively mean releasing the exempt information.

The Freedom of Information Officer will help assess whether FOIA is the appropriate legislation to govern release of the information, calculate the costs of retrieving information, co-ordinate retrieval and the application of any appropriate exemptions, and assist with any redaction.

The Freedom of Information Officer will also administer logging details of referred requests and communication with the applicant, including any appeals or complaints.

In handling referred requests, the Freedom of Information Officer will work with the applicant, appropriate Faculties, Services and other University officers.

