

SFJ ZA14

Administer compliance with Freedom of Information legislation



Overview

This unit is about handling requests for information in compliance with Freedom of Information (FoI) legislation. This covers requests received under the current legislation and internal requests for guidance on its application.

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Performance criteria

Process requests for information under Fol legislation

You must be able to:

- P1 Identify requests to be dealt with under Fol legislation
- P2 Ensure the **validity of Fol request**
- P3 Manage other forms of information requests appropriately
- P4 Identify and secure provision of information relevant to the request
- P5 Liaise with relevant stakeholders to assess potential harm in/risk of disclosing the information
- P6 Identify and apply exemptions which relate to the information requested
- P7 Conduct appropriate required tests in accordance with exemptions
- P8 Make a decision on:
 - P8.1 disclosure
 - P8.2 non-disclosure
 - P8.3 partial disclosure
- P9 Deal with the Fol request within statutory timeframes
- P10 Maintain an accurate record of the life cycle of the Fol request
- P11 Produce a written response to the applicant which complies with the legislative requirements
- P12 Assist in the routine publication of information where appropriate

Maintain compliance with Fol legislation

You must be able to:

- P13 Maintain compliance with Fol guidance, policies and procedures
- P14 Keep up to date with legislation and other **changes** affecting requests for information
- P15 Deal with complaints within own level of responsibility and requests for internal review
- P16 Consult with all relevant stakeholders throughout the Fol request process
- P17 Ensure access to all relevant information to meet the needs of the requests

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Knowledge and understanding

You need to know and understand:

- K1 The scope and application of legislation, case law and decision notices in relation to FoI and the mechanisms for its updating and amendment
- K2 How to analyse communications
- K3 The procedures for dealing with FoI requests
- K4 How to engage with the applicant and cater for their requirements
- K5 How to negotiate internal/external outcomes
- K6 The procedures for management, recording and sharing of information
- K7 The organisational structure in relation to roles and responsibilities and departmental working practices
- K8 Appropriate methods of consulting with stakeholders
- K9 How to build and manage relationships
- K10 How to present information to different stakeholders
- K11 The process for investigation and resolution of claims related to non-compliance
- K12 Data handling requirements and Records Management procedures within the organisation
- K13 The impact of current data sharing provisions/requirements in other legislation on FoI

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Scope/range related to performance criteria

Changes

- 1 Decision Notices
- 2 Tribunal rulings
- 3 Guidance of relevant authorities

Validity of Fol request

- 4 Legal status of request
- 5 Harm/public interest issues

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