Is it a valid request for information under FOIA?

Should it be dealt with as an FOI request?

Do you wish to refuse as a vexatious or repeated request?

Have you already advised the requester that you will not respond to further vexatious/repeated requests?

Can you identify what information is being requested?

Do you hold the requested information?
Do you hold the requested information?

Go to Refusing a Request

Are you claiming an exclusion from the duty to confirm or deny that the information is held?

Not sure

Do you know what type of information would be held?

Do you want to claim an exclusion from the duty to confirm or deny that the information is held for consistency purposes?

Do you estimate that it would exceed the costs limit to establish if the information is held?

Establish whether or not the requested information is held.

Issue refusal notice citing section 12(2).

Tell requester the information is not held.

Tell requestor that not held and either transfer request OR advise requestor to write to other authority

GO TO NEXT PAGE

Do you estimate that responding to the request would exceed the appropriate limit?
Do you estimate that responding would exceed the cost limit?

Tell requester the information is exempt under s.12 and advise them on how to refine their request or explain why the request cannot be refined.

If you wish, you could offer the information at a charge.

Locate and identify the information which falls within the scope of the request.

Do you wish to withhold any of the information?

Go to releasing information

Y

Is an exemption engaged?

N

Go to refusing a request

Y

Is a public interest test needed?

N

Go to releasing information

Y

If you need more time to consider the public interest, tell the requester which exemption applies and when they can expect a response

Does the public interest favour maintaining the exemption?

Y

N
Do you wish to charge for the information?

- **Y**: Issue fees notice and receive fee.
- **N**: Extract the information requested.

Has the requester asked for the information to be provided in a specific format?

- **N**: Is it reasonably practicable to comply with this request?
- **Y**: Explain to requester why it is not reasonably practicable to provide the information in the format requested.

**DISCLOSE INFORMATION**

**RELEASING INFORMATION**

**REFUSING A REQUEST**

Are you claiming an exclusion from the duty to confirm or deny that the exempt information is held?

- **Y**: Is the exemption subject to a public interest test?
- **N**: Does the public interest test favour refusing to confirm or deny that the exempt information is held?

Is all the information exempt?

- **Y**: Redact documents OR collate the non-exempt information into a separate document. Disclose non-exempt information.
- **N**: Issue refusal notice explaining why you are neither confirming nor denying that the information is held. Inform the requestor about their right to internal review and to complain to the ICO.

Issue refusal notice and specify which exemptions you are relying on

Explain why the exemptions apply and why the public interest favours non-disclosure (if relevant)

Inform the requestor about their right to internal review and to complain to the ICO.