

## Schedule of Charges

Information that is available on our website is free to copy. There may be charges for some publications. If so, we will tell you that there is a charge and how much it is.

We are entitled to charge for the cost of photocopying, printing and postage if we need to send information to you. This includes information we send to you in reply to a Freedom of Information request, and information that we confirm to make readily available through the Trust's Publication Scheme.

Where the total cost of photocopying, printing and postage is £10 or lower, no charge will be made.

All charges are payable in advance of your request being processed. The following charging rates apply:

A4 black and white, single-sided	10p per sheet
A4 black and white, double-sided	20p per sheet
A3 black and white, single-sided	20p per sheet
A3 black and white, double-sided	40p per sheet
A4 colour, single-sided	£1.00 per sheet
A4 colour, double-sided	£2.00 per sheet
A3 colour, single-sided	£1.50 per sheet
A3 colour, double-sided	£3.00 per sheet
Postage and packing	At cost
Photographs, maps, plans etc	At cost

## Freedom of Information Act 2000 Requests

The Trust is entitled to refuse to deal with a request, or to charge for the time taken, if it will take 2.5 days or more (this amounts to 18 hours of work) to deal with a request.

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.

If we do charge for the time taken, the rate charged will be £25 per hour. For example, for 18 hours of work the charge would be £450.

These costs are in addition to any costs for photocopying, printing and postage.

Where possible we will work with you to look for other ways of providing the information so that your request takes less than 2.5 days to deal with.

All charges are payable in advance of your request being processed.

If we receive more than one request from an individual or a group we may be able to combine them for the purposes of calculating how long it will take to deal with them, and to decide whether we will refuse to deal with them, or charge.

### **Data Protection Act 1998**

When processing a subject access request under the Data Protection Act we may charge a standard administration fee of £10 (per application) which is payable in advance of your request being processed.

In certain cases, where information is held in an unstructured format, the Trust is entitled to refuse to deal with a request. This applies in certain cases where it will take 2.5 days or more to deal with a request.