**Freedom of Information**

The Freedom of Information (FOI) Act 2014 was signed into law on 14 October 2014 and replaces the FOI Acts 1997 and 2003.

**Rights Under the Act**

Under the FOI Act 2014, individuals are entitled to apply for access to information held in records that are not otherwise publically available.

Each individual has a legal right to:

* access information held in records by public bodies;
* have official information held by a public body relating to him/herself amended where it is incomplete, incorrect or misleading;
* obtain reasons for decisions affecting oneself taken by a public body.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible, consistent with the public interest and the right to privacy of individuals.

**Records under the Scope of the Act**

The Act applies to all record types and can include:

* Paper records - books, files, letters, loose papers, diaries, post-it notes, computer printouts etc
* Electronic records - disks, CDs, e-mails, databases
* Audio-visual records - films, videos, tape recordings
* Photographs - maps, plans, x-rays, microfiche and microfilm

Records can be recorded or stored in any format, manual or electronic. The Act also covers drafts, parts and copies of records.

**Access to Information in Records**

Access to information under the Act is subject to certain exemptions. Should the EPS withhold information under any of the FOI exemptions, the exemption that has been invoked will be clearly explained in the decision letter to the requester.

**Some of the Key Exemptions built into the FOI Act**

* Personal information (other than information directly relating to the person making the request)
* Commercially sensitive information
* Information supplied to the University in confidence
* Deliberations of the University
* The performance of certain investigative functions and negotiations
* Law enforcement and Public Safety
* Research and Natural Resources

**How to make an FOI request**

Fill out FOI application form and forward to EPS office. Address at end of form.