



## Freedom of Information Act Policy

Under the Freedom of Information Act information held by TfL and its subsidiary companies is accessible by the public on written request, subject to certain limited exemptions (see further information below). Requests for information must be made in writing, detailing the information sought and giving an address for the response. Email or fax communication is also acceptable. Requests will be dealt with as quickly as possible and within the Freedom of Information Act's statutory timescales. They may sometimes be passed to partner organisations within the Greater London Authority, for some or all of the information requested. Applicants will be advised if this happens. If a fee is payable applicants will be notified and payment will be required before a response is provided (see further information below).

### Requests for information should be made via the following:

By email to [lscp@tfl.gov.uk](mailto:lscp@tfl.gov.uk)

Via [www.lscp.org.uk](http://www.lscp.org.uk)

Via [www.tfl.gov.uk](http://www.tfl.gov.uk)

By email to [londonstreets@tfl.gov.uk](mailto:londonstreets@tfl.gov.uk)

By writing to the LSCP at

**Transport for London (TfL), Windsor House, Victoria Street, London SW1H 0TL.**

### Exemptions

If it is appropriate, an exemption which prevents the release of information can be applied. Before applying an exemption a public body must consider:

- The content of the information
- The effect that disclosure would have
- The source of the information
- The purpose for which the information was recorded.

### Exemptions relating to the work of the LSCP include information relating to:

- Investigations
- Law Enforcement
- Prejudicing the effective conduct of public affairs
- Health and Safety
- Commercial Interests.

This may include requests for information regarding enforcement thresholds, site specific information, operational techniques, ongoing investigations or personal information protected under the Data Protection Act 1998.



## Fees and payment

A public authority does not have to comply with a request for information if it estimates that the cost of complying would exceed the limit set by the regulations. Current draft regulations limit fees to a total of £450.00 of staff time (with charges currently set at £25.00 per hour this equates to 18 hours of work).

## Appeals

If you are dissatisfied with an exemption applied by LSCP/Transport for London you may ask for an internal review. The internal review will be conducted by someone other than the person who made the original decision, in accordance with the FOIA complaints procedure (published at [www.tfl.gov.uk/foi](http://www.tfl.gov.uk/foi)). Requests for internal review should be addressed to: **Head of Information Access and Compliance, 6th Floor Windsor House, 42 – 50 Victoria Street, London SW1H 0TL.**

If, following the internal review, you remain dissatisfied with the way the LSCP/TfL has handled your request, you may take your complaint to the **Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.**

Full details of the Freedom of Information Act, guidance and exemptions can be found at [www.ico.gov.uk](http://www.ico.gov.uk). Frequently Asked Questions can be found on our website at [www.lscp.org.uk/?freedom\\_information\\_act](http://www.lscp.org.uk/?freedom_information_act).