

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

**You asked:**

**Could I request the following information under the FOI Act:**

**1) Do you provide information (ie. CCTV footage) in response to third party requests made by Insurance Companies or other organisations under section 29 or section 35 of the Data Protection Act?**

Yes.

**2) If you provide information, do you charge any fee for this service? If yes then please provide the following information.**

**2a) If there is a fee to release information, is this a fixed fee per request or this depend on the volume of the data e.g, £ 10 for 10 minutes footage etc? If yes, please confirm fee.**

Yes. There is a fixed fee for Section 35 requests, we charge £75.00. There is no fee charged for Section 29 requests.

**2b) If you charge fee to cover administration cost only then please provide breakdown of the cost?**

The cost is a one-off fee in line with other local organisations e.g. Leicestershire Police. It is the equivalent to 3 hours work at £25 per hour (the cost under the freedom of Information charging provisions, which is the figure the Council's Information Governance Team work to for their costing of activities).

**2c) What is your legal basis to charge this fee?**

We make an administration charge for s35 requests to cover our costs of locating and copying information. The Council is not obliged to release information under s35 but can choose to do so. In order to facilitate this release we ask for costs towards the locating and copying information. The Data Protection Act does not prohibit charging under s35 nor does it set a limit.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**  
**Information and Support**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**  
e-mail: [FOIA@leicester.gov.uk](mailto:FOIA@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**  
**Telephone: 01625 545 700**  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.