

Freedom of Information Requests

Charges

The Freedom of Information (Scotland) Act 2002 (FOISA) allows Yorkhill Housing Association (the Association) to charge for responding to information requests in certain circumstances. The Association is entitled to charge for the direct and indirect costs incurred in locating, retrieving and providing information. However, we are not entitled to charge for any costs incurred in determining whether we actually hold the information. This means we cannot charge for searching for the information if it turns out we don't hold it.

Fees that the Association can apply:

- (i) is £100 or less, no charge can be made
- (ii) is above £100, we are allowed to charge 10% of those costs up to £600
- (iii) exceeds £600, we do not have to comply with the request.

The Fees Regulations cap the amount which can be charged per hour per member of staff at £15.00.

For photocopying and CDs we can apply at the following rates:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	30p
CD	50p	

Postage and packaging can be applied at the cost incurred by the Association.