

## **Royal Armouries**

### **Access to Information**

Access to information about the Royal Armouries, its collection, etc, is provided under the terms of the Freedom of Information Act 2000. The Act established a general right of access to all types of 'recorded' information held by public authorities. Under the terms of the Act every public authority is required to adopt and maintain a Publication Scheme, in order to make a significant amount of information available, and also respond to Specific Requests for information not listed in the scheme.

The Royal Armouries' Publication Scheme sets out the classes of information the Museum holds, the manner in which it intends to publish the information, and whether a charge will be made for the information.

A Specific Request can be made for information which is not listed in the Publication Scheme. The Royal Armouries will inform the individual making the request whether it holds that information, and, subject to exemptions, supply that information. The Museum may charge a fee, which will have to be calculated according to Fees Regulations.

The Freedom of Information Act is enforced by the Information Commissioner. The Commissioner is responsible for promoting good practice, approving and advising on the preparation of publication schemes, providing information as to the public's rights under the Act, and enforcing compliance with the Act. Copies of the Freedom of Information Act can be purchased from The Stationary Office or can be read free of charge on the HMSO website.

#### **1. How should a request be made**

Applicants should make their request in a permanent form (for example in writing or by email), and provide as much detail as possible to help us identify the information you are looking for. A charge may be made for dealing with any request, and the details of any charges will be set out in 'Fees Regulations'. In general, a response will be provided within 20 working days. The Museum may ask for further details which it reasonably requires in order to identify and locate the information requested. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid. The Museum will not comply with vexatious or repeated requests if it has recently responded to an identical or substantially similar request from the same person.

#### **2. How will information be provided**

Where possible the information will be provided to the applicant in the manner requested. This may be in the form of a copy or summary, or the applicant may ask to inspect the record.

### **3. Charges (Research Time)**

Information supplied as a result of a specific request for information may be subject to a charge for research time, and this is calculated according to the Fees Regulations laid down by the Information Commissioner. At present research time will only be charged where the total cost of fulfilling the request is over £450-00.

### **4. Charges (Materials)**

Some information is available free; for others a charge will be made to cover the cost of materials, postage and packing, etc. The charges will vary according to how the information is made available:

- By email. Information is provided free of charge.
- By post. Information provided by post will be charged at the cost of 10p per sheet plus postage and packing.
- From the Royal Armouries' Library (Leeds, Tower of London and Fort Nelson). Information can be viewed free of charge, copies are available at the cost of 10p per sheet (unless otherwise specified).

### **5. Exemptions**

Applicants will not be entitled to information to which any of the exemptions in the Act applies. However, only those specific pieces of information to which the exemption applies will be withheld, not the whole document, and information covered by an exemption may still be released if it is in the public interest to do so.

Where a request is made for information which includes exemptions the Royal Armouries will consider:

- The test of prejudice. Some exemptions can only be claimed if the release of information would or would be likely to prejudice the purpose to which the exemption relates
- The public interest test. Does the public interest in maintaining the exemption in question outweigh the public interest in disclosing the information

Where information is not released following a review the Museum will inform the applicant of its reasons, unless to do so would mean releasing the exempt information.

## 6. Copyright

Unless otherwise specified the copyright of materials, information and images made available resides with the Board of Trustees of the Armouries or is administered by the Armouries (e.g. Crown Copyright), and may not be re-used in any format or media, or performed, without the permission of the Board.

Requests to re-use materials, etc, should be made to: The Archives and Records Manager, Royal Armouries, Armouries Drive, Leeds, LS10 1LT ([archives@armouries.org.uk](mailto:archives@armouries.org.uk)).

## 7. Contact Details

Requests for information under the Freedom of Information Act should be sent to:

Philip Abbott Archives and Records Manager Royal Armouries Armouries Drive Leeds LS10 1LT	Telephone: 0113-220-1803 Email: <a href="mailto:foi@armouries.org.uk">foi@armouries.org.uk</a>
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When making requests by letter, fax or email please provide as much detail as possible to help us identify the information you are looking for.

## 8. Appeals

Applicants who are dissatisfied with the response they have received from the Museum in respect of a specific request for information may invoke the appeals and complaints procedures.

The first step is to seek an internal review. Requests for internal review should be submitted in writing to:

Malcolm Duncan Finance Director Royal Armouries Armouries Drive Leeds LS10 1LT	Email: <a href="mailto:malcolm.duncan@armouries.org.uk">malcolm.duncan@armouries.org.uk</a> cc'd <a href="mailto:p.abbott@armouries.org.uk">mailto:p.abbott@armouries.org.uk</a>
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## 9. Complaints

If applicants are dissatisfied with the outcome of the handling of the internal review conducted by the Museum they may seek an independent review from the Information Commissioner. Requests for review by the Information Commissioner should be made in writing to:

The Information Commissioner Tel. 01625-545-700 Wycliffe House Fax. 01625-545-510 Water Lane Wilmslow Cheshire SK9 5AF

## **10. Additional Notes**

### **Royal Armouries' Publication Scheme**

The Royal Armouries' has produced a *Publication Scheme* under Section 19 of the Freedom of Information Act 2000. This sets out the classes of information the Museum holds, the manner in which it intends to publish the information, and whether a charge will be made for the information.

### **Access to Information about the Royal Armouries**

A *Specific Request* can be made for information about the Royal Armouries which is not listed in the Publication Scheme.

### **Museum Archives and Public Records**

The Museum's Archives also holds further information about the previous activities of the Tower Armouries/Royal Armouries, as well as information about the Tower of London, the Office of the Armoury and the Board of Ordnance.

### **Environmental Information Regulations 1992**

Information relating to the environment can be requested under the Environmental Information Regulations 1992 (Statutory Instrument 1992 No. 3240). Some environmental information is made available through the Publication Scheme, and where information is not included in the scheme, it will be made available.