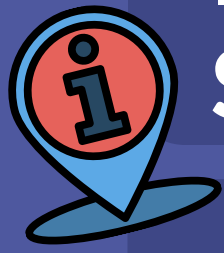


FREEDOM OF INFORMATION - A SUMMARY



1. All recorded information is 'fair game'.

Remember that all recorded information may be made public in the future. Record information with this in mind. Do not record information that you'd like to keep private.



2. Manage documents and files appropriately.

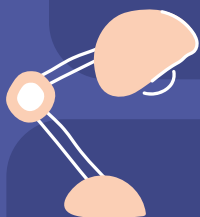
Only keep documents and files for the specified amount of time as per the ELC records retention policy.



3. Be helpful and timely.



FOI and EIR requests are time sensitive. Please handle requests in a helpful and responsive way within the 5 day timescale advised by the FOI team.



4. Exemptions are only for very specific reasons.

You cannot refuse to process an FOI request or put it off because, for example, the information within it may cause you, or others, some embarrassment. Remember that anyone is entitled to the information contained in our records.

