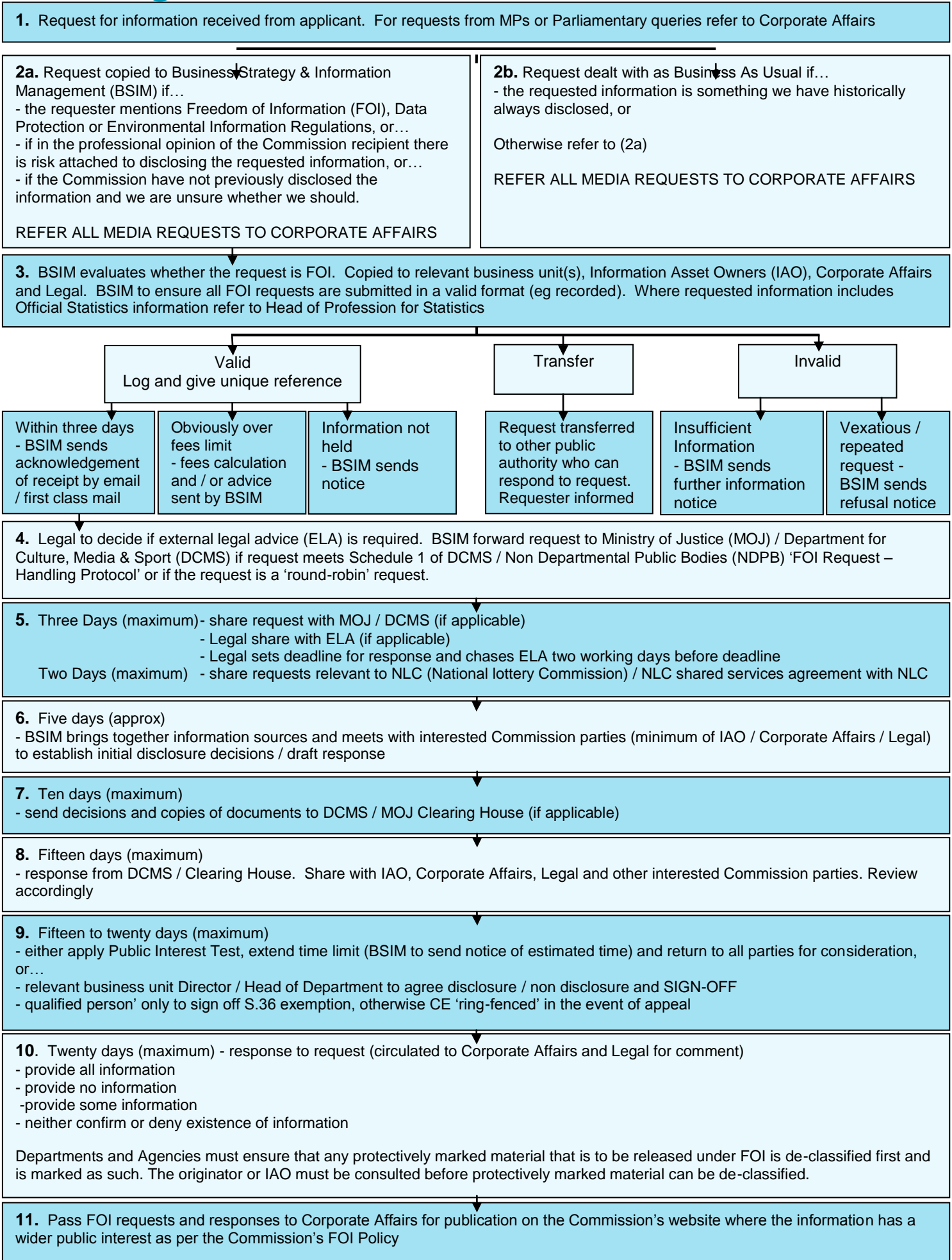


Gambling Commission FOI Process Chart



1. Request for information received from applicant. For requests from MPs or Parliamentary queries refer to Corporate Affairs

2a. Request copied to Business Strategy & Information Management (BSIM) if...

- the requester mentions Freedom of Information (FOI), Data Protection or Environmental Information Regulations, or...
- if in the professional opinion of the Commission recipient there is risk attached to disclosing the requested information, or...
- if the Commission have not previously disclosed the information and we are unsure whether we should.

REFER ALL MEDIA REQUESTS TO CORPORATE AFFAIRS

2b. Request dealt with as Business As Usual if...

- the requested information is something we have historically always disclosed, or

Otherwise refer to (2a)

REFER ALL MEDIA REQUESTS TO CORPORATE AFFAIRS

3. BSIM evaluates whether the request is FOI. Copied to relevant business unit(s), Information Asset Owners (IAO), Corporate Affairs and Legal. BSIM to ensure all FOI requests are submitted in a valid format (eg recorded). Where requested information includes Official Statistics information refer to Head of Profession for Statistics

Valid
Log and give unique reference

Transfer

Invalid

Within three days
- BSIM sends acknowledgement of receipt by email / first class mail

Obviously over fees limit
- fees calculation and / or advice sent by BSIM

Information not held
- BSIM sends notice

Request transferred to other public authority who can respond to request. Requester informed

Insufficient Information
- BSIM sends further information notice

Vexatious / repeated request - BSIM sends refusal notice

4. Legal to decide if external legal advice (ELA) is required. BSIM forward request to Ministry of Justice (MOJ) / Department for Culture, Media & Sport (DCMS) if request meets Schedule 1 of DCMS / Non Departmental Public Bodies (NDPB) 'FOI Request – Handling Protocol' or if the request is a 'round-robin' request.

5. Three Days (maximum) - share request with MOJ / DCMS (if applicable)
- Legal share with ELA (if applicable)
- Legal sets deadline for response and chases ELA two working days before deadline
Two Days (maximum) - share requests relevant to NLC (National Lottery Commission) / NLC shared services agreement with NLC

6. Five days (approx)
- BSIM brings together information sources and meets with interested Commission parties (minimum of IAO / Corporate Affairs / Legal) to establish initial disclosure decisions / draft response

7. Ten days (maximum)
- send decisions and copies of documents to DCMS / MOJ Clearing House (if applicable)

8. Fifteen days (maximum)
- response from DCMS / Clearing House. Share with IAO, Corporate Affairs, Legal and other interested Commission parties. Review accordingly

9. Fifteen to twenty days (maximum)
- either apply Public Interest Test, extend time limit (BSIM to send notice of estimated time) and return to all parties for consideration, or...
- relevant business unit Director / Head of Department to agree disclosure / non disclosure and SIGN-OFF
- qualified person' only to sign off S.36 exemption, otherwise CE 'ring-fenced' in the event of appeal

10. Twenty days (maximum) - response to request (circulated to Corporate Affairs and Legal for comment)
- provide all information
- provide no information
- provide some information
- neither confirm or deny existence of information

Departments and Agencies must ensure that any protectively marked material that is to be released under FOI is de-classified first and is marked as such. The originator or IAO must be consulted before protectively marked material can be de-classified.

11. Pass FOI requests and responses to Corporate Affairs for publication on the Commission's website where the information has a wider public interest as per the Commission's FOI Policy