

## LAMDA Freedom of Information (FOI) Policy

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### 1. Introduction

1.1. This Freedom of Information (FOI) policy sets out the ways in which we, LAMDA (**we, us, our**), will respond to requests for information, balancing the right to access information with the need to protect personal data and confidential business information.

1.2. LAMDA is committed to openness, transparency, and accountability in accordance with the Freedom of Information Act 2000 (FOIA).

### 2. About Us

2.1. We are a company registered in England under company number 364456, with our registered address as set out below. We are registered on the UK Register of Learning Providers (UKPRN: 10003758).

2.2 If you have any questions about this FOI policy or how we handle your personal data, please contact us:

**DPO Contact:** The Principal and CEO

**Address:** LAMDA, 155 Talgarth Road, London W14 9DA, UK

**Email:** [GDPR@lamda.ac.uk](mailto:GDPR@lamda.ac.uk)

### 3. FOI Policy Statement

3.1. LAMDA will make information about its activities, policies, and procedures available to the public, except where exemptions apply under the FOIA or other relevant legislation. Exceptions can include personal data, commercially sensitive information, and information subject to legal privilege.

3.2. Requests for information will be handled promptly, fairly, and transparently.

### 4. Making an FOI Request

4.1. Requests must be made in writing, either:

- By Email to [GDPR@lamda.ac.uk](mailto:GDPR@lamda.ac.uk)
- By post to The Principal, LAMDA, 155 Talgarth Road, London W14 9DA, UK

4.2. LAMDA will aim to respond to FOI requests within 20 working days, unless an extension applies. This is in line with statutory requirements and ensures that requesters receive a timely response. Depending on what the request is, we may need to request specific information from you to help us confirm your identity and ensure your right to access the requested data, especially where the disclosure of the information could involve personal data.

4.3. You do not have to pay a fee to make a FOI request. However, if your request is clearly unfounded, repetitive, or excessive, we may charge a reasonable fee or refuse to comply with the request in these circumstances. In all other cases, access to information under FOI is provided free of charge.

4.3. Where information is withheld, we will explain the reasons for refusal, citing the relevant exemption(s). We may refuse to disclose information if:

- It is personal data and disclosure would breach data protection principles. Personal information will generally be redacted in a FOI request, if its disclosure would breach data protection principles or privacy rights.
- It is commercially sensitive or subject to legal privilege.
- Disclosure is prohibited by law or would prejudice the effective conduct of public affairs.

Where an exemption applies, we will provide a clear explanation to the requester.

4.4. If the request relates to personal data, we will process it as a Subject Access Request under the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).

4.5. More information can be found at [Freedom of information guidance and resources](#).

## **5. Making a Complaint**

5.1. If you wish to make a complaint about us, you have the right to lodge a complaint to the UK Information Commissioner's Office (<https://ico.org.uk/>), or with the relevant authority in your country of work or residence.

## **6. Changes To This FOI Policy**

6.1 We may make changes to this FOI policy from time to time. We will post any changes to our website.