



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**Procedure for Dealing with FOI Requests  
Which Include Third Party Information**

1. Any Freedom of Information Request must be forwarded as soon as possible to the Records and Archives Assistant in the Registrar's Office who will log the request and send an acknowledgement out to the requestor. The University has a legal deadline of 20 working days in which to respond to any request and therefore early receipt of any request assists in ensuring that the deadline is met.
2. Where the request includes third party information a copy of the request will be sent to the relevant company/third party whose data/confidential information may be involved. This will be accompanied by a request that they notify the Records and Archives Assistant within 5 working days whether they are happy for the information to be disclosed or not.
3. During this time the Senior Assistant Registrar (Registrar's Office) and the company / third party will liaise closely to ascertain if any of the relevant exemptions may be applied to the information requested. If an exemption is to be used, the Senior Assistant Registrar will draft the section 17 Refusal Notice and send it to the requestor.
4. If the company/third party is happy to release any or all of the information requested the University will require that this be confirmed in writing before the information is disclosed to the requestor.
5. In most instances, Bangor University and the company/third party will agree on the appropriate course of action. In the event that the company/third party is unhappy to release any or all of the information requested against the advice of the Senior Assistant Registrar, the Senior Assistant Registrar will request that the company/third party put its detailed objections and concerns in writing.
6. The Senior Assistant Registrar will discuss the matter in an emergency overview meeting with the Registrar. The company/third party may be invited to attend.

7. In the unlikely event that the Registrar and Senior Assistant Registrar feel it necessary to override the company/third party's view to release the information requested, the Vice Chancellor will be notified.<sup>1</sup>
8. The company/third party shall be notified of this decision in writing by way of letter or email in order that they may seek legal advice to avoid such disclosure if so required.
9. If you have any questions about the procedure for dealing with freedom of information requests, please contact the Senior Assistant Registrar on 01248 382413 or email [gwenan.hine@bangor.ac.uk](mailto:gwenan.hine@bangor.ac.uk).

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<sup>1</sup> *Please note that the decision to release third party information is not a decision that will be taken lightly. Bangor University is aware that information belonging to a company/third party is of a commercially sensitive nature. The University does not wish to prejudice any commercial relationship and/or trust with such company/third party and will always endeavor to work together to achieve a mutually advantageous decision. However, since the criminal sanctions rest with Bangor University, the ultimate decision must rest with it.*