# Freedom of Information Senior Manager Sign-Off Checklist

December 2023

Please refer to the [FOI (Freedom of Information) Standard Operating Procedure and Guidance for Staff](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50014) for the full guidance and standard operating procedures following a FOI request. The checklist below is a summary of the key aspects to check as a senior leader before submitting the materials back to the FOIO following a FOI request. It is the responsibility of the senior sign-off manager to undertake this check in the first submission as the second line of defence for data security:

**Please check the following:**

|  |
| --- |
|  Completed? Y/N  |
| 1 | School/FO Information Governance Guardian updated on the FOI request, date received and the date of submission back to the FOIO |  |
| 2 | 1. Is a summary of the information provided?
 |  |
| 3 | 1. Does the summary include the information/data not available?[[1]](#footnote-1)
 |  |
| 4 | 1. Is the supporting data/information a PDF (standard format)?
 |  |
| 5 | If data is Excel, are all tabs/complete data set required? |  |
| 6 | Can individuals be identified from the submission (e.g. small data sets <5)? |  |
| 7 | Is the information accurate​? |  |
| 8 | Is the information sufficient but not excessive to answer the request? |  |
| 9 | Have any additional considerations been fully addressed (e.g. legal advice where appropriate)? |  |
| 10 | Is proforma for submission attached? (Appendix 2 of [FOI (Freedom of Information) Standard Operating Procedure and Guidance for Staff](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50014) and attached) |  |
| 11 | If the data/information request falls under a ‘qualified’ exemption, has a full explanation/case to justify the decision along with advice/assistance of other similar information that might be supplied instead (e.g. changed parameters of request to fall into remit) |  |

## Appendix 1: Authorisation proforma

Dear Information Rights Team,

In response to your request:

[Please delete / amend the following as appropriate]

1 Please find the necessary information appended / attached. This has been reviewed and:

* I confirm the information is accurate
* I confirm the information is sufficient but not excessive to answer the request (or the part of the request directed to us)
* I confirm that any supporting data is in an appropriate format for release usually PDF) and contains no additional data, links to data etc. which should not be released (e.g. in hidden rows or Pivot Tables in Excel). If there are any questions about the format for release these have been addressed and resolved with the Information Rights team to our satisfaction.
* I confirm that any additional considerations such as e.g. Legal Advice required by us, guidance on exemptions or S12 have been addressed and resolved with the Information Rights team to our satisfaction.

AND / OR

2 In support of the refusal of all, or part of, this request:

* Under S12
* Under Exemptions/s [X]

as agreed previously, please find our explanation / rationale appended / attached.

AND IF RELEVANT

3 We are providing additional context or explanation for the data:

* For your benefit – should not be shared with the requester
* Can be shared with the requester

AND IF RELEVANT

4 We require that you share the final response with us for approval prior to sending out and authorisation is subject to having this final opportunity to review

AUTHORISATION

Authorised by: [Authoriser name]

1. If the information is not held at all then it cannot be provided and this should be the response. The University is not required to create information which does not already exist. If the information is held in a reportable format then we are required to report on it. [↑](#footnote-ref-1)