

## Access to Information Policy

### 1. Policy objective

To ensure effective and consistent administration of the Freedom of Information Act.

Please click on the link below for further details on the FOI Act.

<http://www.opsi.gov.uk/acts/acts2000/20000036.htm>

### 2. Policy statement

It is the policy of the Government Actuary's Department to carry out the spirit and requirements of the Freedom of Information Act in a manner which:

- recognizes the duty to inform as the essential principle underlying the legislation;
- discloses to requesters the maximum information possible which is not injurious to the public and private interests identified in the exemptions in the Act and does so in the most timely and consistent manner given the nature and scope of the request;
- ensures that fees permitted under the Act for the provision of information are in line with the Department of Constitutional Affairs' Fees Regulations available here:

[www.opsi.gov.uk/si/si2004/20043244.htm](http://www.opsi.gov.uk/si/si2004/20043244.htm)

### 3. Information Requests

The Government Actuary's Department has published the majority of information available to you on its Internet site at [www.gad.gov.uk](http://www.gad.gov.uk). We welcome requests for information from you in any reasonable format that isn't already published there. If you have a request for information please direct it to our designated Freedom of Information Officer whose details are below. We endeavour to respond in kind unless you request the information in another format.

Should it be unreasonable for us to do so, for instance if you ask to see the original version of the information, we have made provision for you to come into the Department and conduct research on Wednesday afternoons. If you do need to come in we request that you bring suitable photographic identification, paper and pencil.

Please contact us if these conditions are unacceptable and we shall undertake to find a more amenable solution.

### 4. Contacts

If you have a request for information that is not already available on our publication scheme please direct it to our designated Acting Freedom of Information Officer:

Mike Gerli, [mike.gerli@gad.gov.uk](mailto:mike.gerli@gad.gov.uk), 020 7211 2614

## 5. Complaints

If you are not satisfied with our response to a request, you should contact our Complaints Resolution Officer:

Kevin Down, [kevin.down@gad.gov.uk](mailto:kevin.down@gad.gov.uk) 020 7211 2709

Senior GAD staff will consider the information released against the information requested and make a full review of the papers associated with the original application. They will discuss the decisions made with the staff member, or members, who dealt with the original application in order to build a full picture as to how decisions were made. After concluding the internal review, they will discuss their conclusions with the GAD FOI specialist in order to ensure that any internal processes which may need to be altered are fully reviewed. The applicant will then be fully informed of the outcome of the internal review. Full records will be kept on the progress of the review and any outcomes as a result of the review.

If you remain unsatisfied we advise you to contact the Information Commissioner:

Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk) Phone: 01625 545 745

Post: Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF