

MUSEUM OF THE HOME

Freedom of Information Policy

Policy objective

The Freedom of Information Act (FOIA) 2000 came into force on 1 January 2005 and introduced a public 'right to know' in relation to public bodies. For the purposes of the Act, the Museum of the Home is not classified as a public authority.

This policy explains what information the Museum makes available to the public, how to make a FOI request, and guidance for Museum staff on handling a FOI request.

Who is covered by this policy?

This policy covers all staff, trustees and volunteers.

Voluntary adherence

The Museum does not appear in Schedule 1 of the FOIA and is therefore not a public authority for the purposes of the Act. Acknowledging that the Museum is in receipt of public funds it voluntarily agrees to adhere to the act so far as is possible given the small scale of the organisation.

Policy statement

Information publicly available

The FOIA also requires a public authority to draw up and maintain a publication scheme, which is a guide to the information which is publicly available. This is a means by which a large amount of commonly and frequently accessed information is made available without the need for special individual requests. The information about the Museum of the Home which is publicly available can be found on our website www.museumofthehome.org.uk

Making an FOI request

The FOIA gives anyone the right to access recorded information held by public sector organisations.

Anyone can request information – there are no restrictions on age, nationality or where someone lives. The Act gives applicants two related rights:

- The right to be told whether the information exists;
- The right to receive the information, where possible in the manner requested.

A request will be handled under different regulations depending on the kind of information asked for, such as the:

- Data Protection Act if the applicant asks for information an organisation holds about themselves;

- Environmental Information Regulations (EIRs) if the applicant asks for environmental information.

FOIA requests should be made in writing (either by letter or by email) and the applicant must receive a written reply within 20 working days. This reply must:

- Either give the information or indicate that it will be sent in full within the 20-day time period;
- Or state the grounds for withholding this information.

FOI requests should be sent to:

Director: Operations and Finance
 Museum of the Home
 Geffrye Almshouses
 136 Kingsland Road
 London, E2 8EA
 data@museumofthehome.org.uk

The Museum will normally respond to requests for information free of charge. However, the Museum may charge a fee, or refuse to answer the request, where the staff time required to process it would be more than 18 hours. The cost of providing a significant number of photocopies will be charged for. Payment of fees and costs of photocopying must be received in advance; during the period that the Museum is waiting for payment of its invoice the 20-day response deadline is suspended.

The Museum may refuse a request if access to the information is prohibited under one of the exemptions of the Act. There are specific and complex rules relating to the grounds on which information can be withheld and in certain cases, responsibility for deciding whether the Museum might claim exemption from disclosure rests ultimately with the Secretary of State for Culture, Media and Sport (DCMS).

Complaints procedure

If an applicant is dissatisfied with the response they have had from the Museum, they should write to the Director.

The Director can be contacted at:

Director
 Museum of the Home
 136 Kingsland Road
 London E2 8EA

Right of appeal beyond the Director will be clarified on receipt of response from them.

Review

Policy owner	Policy to be approved/ reviewed by	Regularity of review	Date issued and version number	Date of next review

Director: Operations and Finance	Board	3 yearly	February 2024 v1.0	February 2027