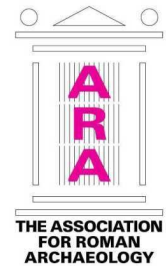


FREEDOM OF INFORMATION

Find out how to locate or request information published by the Association for Roman Archaeology in accordance with the Freedom of Information Act (FOI) 2000, the Environmental Information Regulations (EIR) 2004 and the Data Protection Act (DPA) 1998.



HOW TO MAKE A REQUEST

The FOI Act states that all requests have to:-

be in writing

specify the information requested

provide a name and contact details for response

They should be directed to the Association for Roman Archaeology Director or Secretary. Environmental Information Regulations do not state that a request has to be in writing, so you can place a request verbally (tel: 01793 534008). However it may be better, for the sake of clarity, if you write to us. If you do phone we will let you know if you have requested information that is not covered by the EIRs and you will then need to place your request in writing.

When can I expect to receive a reply?

In all cases public authorities must respond within 20 working days of receipt of your request.

Will I get what I ask for?

We aim to provide information that is requested, but it is not always possible. A request can be refused for reasons such as commercial confidentiality or a risk of breaching the Data Protection Act. Reasons not to supply information will be explained when we reply. If you are unhappy with the response, you can request an internal review.

SUBJECT ACCESS REQUESTS

The Data Protection Act 1998 gives any individual (or 'data subject') the right to request access to information held about them by The Association for Roman Archaeology, subject to exemptions. This is a Subject Access Request.

If the data subject is unable to submit the request themselves someone else can place a request on their behalf.

How do I make a Subject Access Request?

You will need to complete a Subject Access Request form and provide proof of identity before we can process your request. Proof can be:

a current driver's licence

current passport

birth certificate

If you are making a request on behalf of someone else, please include proof of identity for yourself and the data subject. We also need a letter from the data subject authorising the request on their behalf.

The completed form along with proof of identity should be sent to:

The Association for Roman Archaeology

75 York Road

Swindon

SN1 2JU

When can I expect to receive a response?

The Act states that responses to Subject Access requests should be sent out no later than 40 calendar days after receipt of the request. If we have to write to you requesting further information the 'clock' stops until all the necessary documentation has been provided.

RIGHTS OF REVIEW AND APPEAL

Where the Association for Roman Archaeology, for whatever reason, refuses all or part of your information request you have the right to request an internal review. Such requests should be submitted in writing to:

The Association for Roman Archaeology

75 York Road

Swindon

SN1 2JU

An internal review must normally be completed before a review is requested from the Information Commissioner.

Review by the Information Commissioner

If you are dissatisfied with the outcome, or the handling of the internal review conducted by us, you may seek an independent review from the Information Commissioner.

Requests for a review by the Information Commissioner should be made to:

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625-545700

Fax: 01625 524510