

SENATE HOUSE SERVICES LIMITED PUBLICATION SCHEME

Introduction to Senate House Services Limited (SHS)

SHS is committed to the Model Publication Scheme for *Wholly owned companies* as defined by the Information Commissioner's Office:

www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes/definition_document_woc.aspx

SHS is a Private Limited Company which is wholly owned by the University of London. The company is the trading subsidiary of University of London which is a charity. The Company was created to provide non educational services to the Colleges of the federal University of London and to others consisting primarily of construction services, computing and library services. In this context the SHS Publication Scheme complements the University of London's Scheme reflecting the company's role as a subsidiary.

Unless otherwise stated, the activities of SHS are executed as part of the University of London and consequently any associated information may be accessed via the University of London's Publication Scheme: www.london.ac.uk/foi.html

**University of London Subsidiary:
Senate House Services Limited Publication Scheme**

| Description | Format | Review |
|---|--|----------|
| Who we are and what we do Information about the Company and details of its structure and origin | | |
| Name and Registered Office | www.companieshouse.gov.uk | - |
| Memorandum and Articles of Association | or in hardcopy from: | - |
| Company Number | University of London Finance Division Malet Street, | - |
| Date of Incorporation | London WC1E 7HU. Tel: 0207 862 8000 | - |
| Country of Origin | | - |
| Company Type | | - |
| Nature of Business | | - |
| Annual Meeting of Directors, Minutes and Last Members List | | Annually |
| What we spend and how we spend it Information concerning the Company's strategy and management of financial resources | | |
| Accounting Reference | www.companieshouse.gov.uk or hard copy from University of London Finance Division. Tel: 0207 862 8000 | - |
| Accounts | www.companieshouse.gov.uk or hard copy from University of London Finance Division. Tel: 0207 862 8000 | Annually |
| Returns | www.companieshouse.gov.uk or hard copy from University of London Finance Division. Tel: 0207 862 8000 | Annually |
| Position in University of London Annual Report and Accounts | www.london.ac.uk/988.html www.london.ac.uk/financial_reports00.html Tel: 0207 862 8000 | Annually |
| What our priorities are and how we are doing Senate House Services Limited has the same strategy, performance information, plans, assessments, inspections and reviews as the University of London, as reflected in the University of London's Publication Scheme: www.london.ac.uk/foi.html | | |
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| How we make decisions Senate House Services Limited's policy proposals and decision making correspond directly with the University of London. Minutes and meetings concerning SHS are executed as part of the University of London and specific reference to which is available via the University of London's Publication Scheme. http://www.london.ac.uk/foi.html | | |

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| <p>Our policies and procedures Senate House Services Limited is accountable to the same policies and procedures as the University of London, as detailed in the University of London's Publication Scheme: www.london.ac.uk/foi.html</p> | | |
| Estates and Facilities policies and procedures | www.london.ac.uk or hard copy from University of London Estates and Facilities Division, Senate House, London. Tel: 0207 862 8000 | Annually |
| Staff policies and procedures | www.london.ac.uk or hard copy from University of London Human Resources Division, Senate House, London. Tel: 0207 862 8000 | Annually |
| Further information concerning the freedom of Information Act 2000, Data Protection Act 1998 and the Code of Practice on Access to Government Information | Ministry of Justice www.justice.gov.uk/index.htm Information Commissioner's Office www.ico.gov.uk/ Office of Public Sector Information www.opsi.gov.uk/ | Annually |
| <p>Lists and registers All Information held in registers and other lists corresponds with the University of London, as detailed in the University of London's publication scheme: www.london.ac.uk/foi.html</p> | | |
| <p>The services we offer Senate House Services Limited's services are executed as part of the University of London and, as such, are reflected in the University of London's publication scheme: www.london.ac.uk/foi.html</p> | | |

Freedom of Information Act Exemptions

1. Summary of possible exemptions

| Section | Exemption | Notes | Duration of exemption | Class or prejudice test | Absolute or public interest test |
|---------|--------------------------------|---|-----------------------|-------------------------|----------------------------------|
| 12 | Cost limit exceeded | Cost limits and the manner of estimating costs will be prescribed. Where the cost of communicating requested information exceeds the cost limit, an authority will still be expected to confirm or deny whether the information exists - unless the cost of ascertaining whether it exists would by itself exceed the limit. | Perpetual | N/A | N/A |
| 14 | Vexatious or repeated requests | Authorities need not comply with vexatious requests. Where it has responded to a | Reasonable interval | N/A | N/A |

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| | | request, an authority need not respond to a subsequent identical or substantially similar request from the same person unless a reasonable interval has elapsed. | | | |
| 21 | Information already accessible | Information is exempt which is reasonably accessible whether or not payment is required. In particular, information to which there is some other statutory right of access, or which is included in the University's publication scheme, is exempt. | Perpetual (except records over 30 years old in NRA) | Class | Absolute |
| 22 | Information intended for future publication (whether the date is determined or not) | Information is exempt which is intended to be published where it is reasonable that the information should not be disclosed until the intended date of publication. This might include: Information relating to research projects which it would be appropriate to publish before completion of the project. Statistical information which is usually published to a specific timetable, as stated in the University's publication scheme. | Perpetual (except records over 30 years old in NRA) | Reasonableness | Public interest |
| 31 | Law enforcement | Information is exempt if disclosure would prejudice: The prevention or detection of a crime; apprehension or prosecution of offenders; administration of justice etc. An investigation by the authority into illegality, improper conduct, anyone's professional/managerial fitness or competence. Protection of charities against misconduct or mismanagement; the protection or recovery of the property of charities. An investigation of an accident; ensuring the health, safety and welfare of employees; protecting the health and safety of other persons. | 100 years | Class | Public interest |
| 36 | Prejudice to effective conduct of public affairs | Information is exempt if in the reasonable opinion of a qualified person disclosure would inhibit the free and frank provision of advice, inhibit free and frank exchange of view for the purpose of deliberation | 30 years | Prejudice | Public interest |

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| | | <p>or otherwise prejudice effective conduct of public affairs.</p> <p>The qualified person would most likely be a Minister, unless an officer of the University were specifically authorised by the Minister.</p> | | | |
| 37(1) (a) | Communications with the Royal Family and Household | | 30 years | Class | Public interest |
| 38 | Health and Safety | Information is exempt if disclosure would, or would be likely to endanger an individual's physical or mental health or safety. | Perpetual | Prejudice | Public interest |
| 40(1) | Personal information where the applicant is the data subject | Such applications are not dealt with under FOI, but Data Protection subject right of access. | Lifetime of data subject | Class | Absolute |
| 40(2) | Personal information where the applicant is a 3 rd party | <p>Information is exempt where either:</p> <p>disclosure would contravene the Data Protection principles, or would be likely to cause damage or distress, or</p> <p>the data subject would not have a right of access or right to know under the Data Protection Act.</p> | Lifetime of a data subject | Effectively prejudice, using Data Protection principles | Absolute for categories (a)-(d) |
| 41 | Information provided in confidence | Information is exempt where disclosure would lead to an actionable breach of confidence. Actionable breaches of confidence are limited in scope but also difficult to define. | Perpetual | Sort of prejudice | Absolute |
| 43(1) | Trade secret | | 30 years | Class | Public interest |
| 43(2) | Commercial interests | Information is exempt where disclosure would, or would be likely to, prejudice the University's or anyone else's commercial interests. | 30 years | Prejudice | Public interest |
| 44 | Disclosure prohibited by Act or Community obligation, or would constitute contempt of court | | Perpetual | Class | Absolute |