

## EIR Charging Policy

The University can charge a fee for the provision of information requested under the Environmental Information (Scotland) Regulations 2004. This policy is the University's schedule of fees required by Section 8(8) of the EIRs.

In line with the Freedom of Information charging policy, the University will process the first £100 free of charge. Above the £100 threshold, fees will be charged based upon the actual cost in terms of staff time and other resources. Where a fee is applicable, information will not be provided until payment of the fee has been received.

### Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

### Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

If a charge applies to a request, payment can be made by sending a cheque, made out to The University of Glasgow, to the following address:

DP & FOI Office  
Gilbert Scott Building  
University of Glasgow  
University Avenue  
Glasgow G12 8QQ