

SCHEDULE

Rules and principles relating to pre-release access

Provision of information

11.—(1) Subject to sub-paragraph (3), the person responsible must, if a request is received by them for information which meets the criteria in sub-paragraph (2), provide the requester with that information no later than the twentieth working day after the day on which they receive the request.

(2) The criteria are that the information is contained in records which the person responsible has made for the purposes of any of paragraphs 9(1)(a) to (g) and are not contact details recorded for the purpose of paragraph 9(1)(b).

(3) For the purposes of this paragraph a request means a request which—

- (a) is in writing;
- (b) is received in legible form;
- (c) states the name of the requester and an address for correspondence; and
- (d) adequately describes the information requested.