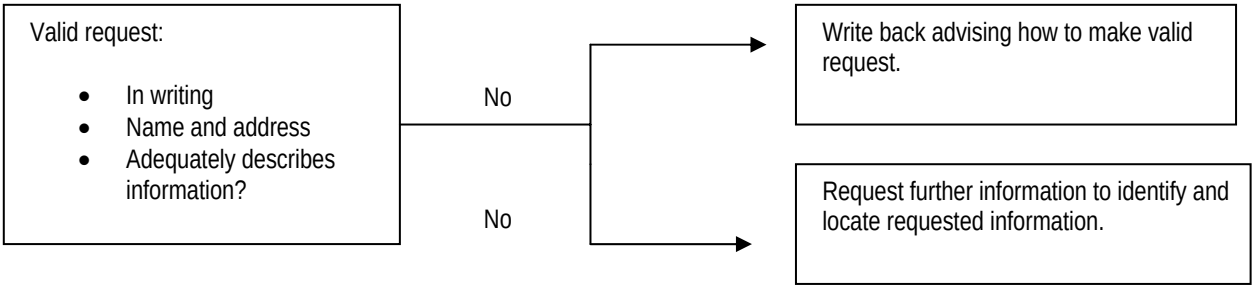
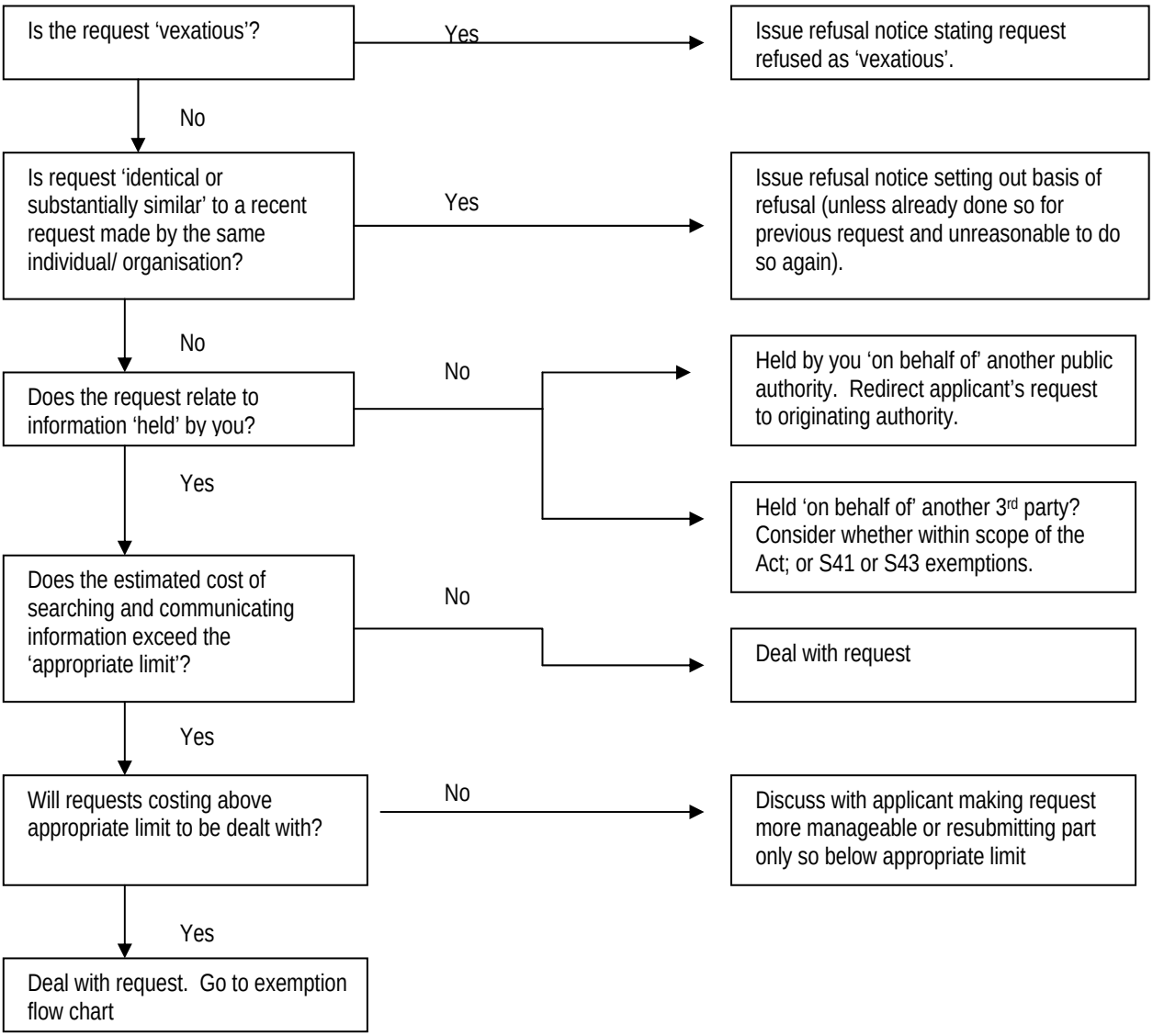
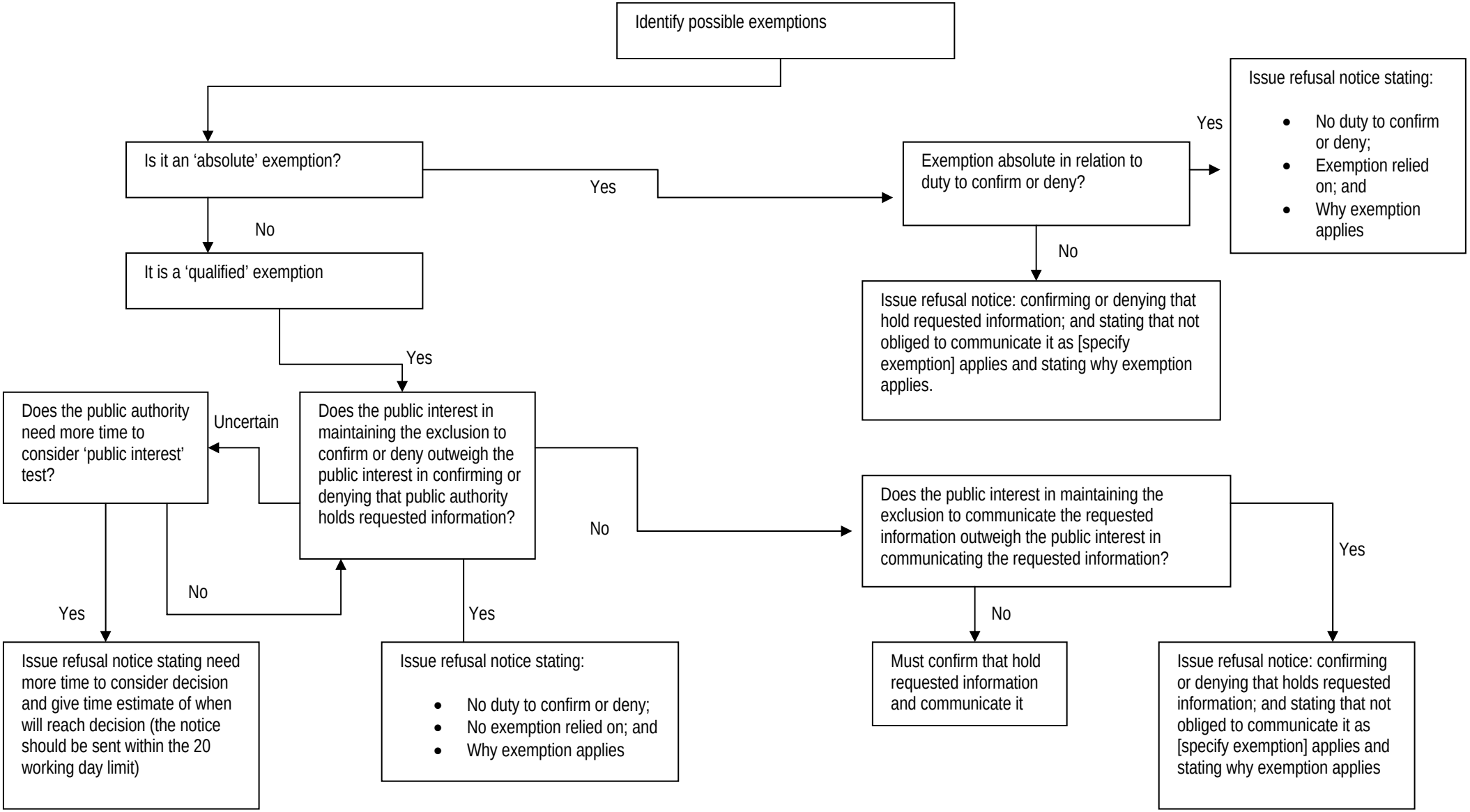
Receiving a request



Initial management of request




Identify possible exemptions
Is it an 'absolute' exemption?
Yes
No
Exemption absolute in relation to duty to confirm or deny?
Yes
Issue refusal notice stating:
No duty to confirm or deny;
Exemption relied on; and
Why exemption applies
No
Issue refusal notice: confirming or denying that hold requested information; and stating that not obliged to communicate it as [specify exemption] applies and stating why exemption applies.
It is a 'qualified' exemption
Yes
Does the public authority need more time to consider 'public interest' test?
Uncertain
Does the public interest in maintaining the exclusion to confirm or deny outweigh the public interest in confirming or denying that public authority holds requested information?
No
Yes
No
Yes
Issue refusal notice stating need more time to consider decision and give time estimate of when will reach decision (the notice should be sent within the 20 working day limit)
Issue refusal notice stating:
No duty to confirm or deny;
No exemption relied on; and
Why exemption applies
Does the public interest in maintaining the exclusion to communicate the requested information outweigh the public interest in communicating the requested information?
Yes
No
Must confirm that hold requested information and communicate it
Issue refusal notice: confirming or denying that holds requested information; and stating that not obliged to communicate it as [specify exemption] applies and stating why exemption applies