

## Guide to the ODA Publication Scheme

### Introduction

The Freedom of Information Act 2000 (FOIA) requires every public authority to adopt and maintain a Publication Scheme. A Publication Scheme commits an authority to proactively publish or otherwise make available, as a matter of routine, certain information (including environmental information) which is held by the authority and falls within the classifications as set out by the Information Commissioner.

The ODA's Publication Scheme specifies:

- The classes of information which we publish or intend to publish
- The manner in which information is or is intended to be published, for example online or in hard copy
- Whether there is any charge for providing access to the information

The aim of the Publication Scheme is to provide the public with a single point of reference for information which the ODA has committed to make proactively available to the public, or intends to make available to the public in the future, and to improve accessibility of this information.

The ODA will review and update the information it makes available under the Publication Scheme on a regular basis to ensure that the information published is relevant and up to date.

### Accessibility

Most of the information will be made available on the website. Where it is not possible to make the information available on the website or an individual does not wish to access the information on the website, or they require the information in another language, the information can be made available in other formats and languages in accordance with our Web Accessibility Strategy:

<http://www.london2012.com/about-this-website/web-accessibility-statement.php>

### Classes of Information

The ODA will make available, as a matter of routine, information under the following classes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Policies and procedures
- Lists and Registers
- The services we offer
- Environmental information

### Charging for Information

It is the ODA's aim to make available as much information as possible free of charge. We do not charge for information published and accessible on our website.

Charges may be made for information made available under the Publication Scheme where a public authority is legally authorised or subject to a charging regime specified by Parliament. Where a charge is made for information available under the Publication Scheme this is clearly indicated.

Charges may also be made for actual disbursements incurred, such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

If such a charge is to be made, you will be informed of any payment due before the information is provided.

### Access to information under the FOIA and Environmental Information Regulations (EIR)

If the information you are looking for is not covered by the Publication Scheme you can submit a request for information to the ODA under the FOIA or EIR. On receipt of your request the ODA is required to inform you whether the information is held and provide you with the information subject to exemptions set out in the FOIA or EIR.

All requests for information can be sent to the Information Officer by e-mail to [Information.Officer@london2012.com](mailto:Information.Officer@london2012.com) or in writing to:

Information Officer  
Olympic Delivery Authority  
23<sup>rd</sup> Floor  
One Churchill Place  
London  
E14 5LN

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