

FREEDOM OF INFORMATION POLICY

About Maitri Studio

Maitri Studio Ltd is a small limited company registered with the Information Commissioner's Office (ICO).

The Freedom of Information Act (FOI) gives people the right to ask any public sector organisation for all the recorded information they have on any subject. Anyone can request information, there is no restriction on age or background. You can also ask for information about yourself, which is handled under the General Data Protection Regulation (GDPR).

While we are not a public sector organisation, we are willing to accept requests for information. Please note that if this relates to personal data held by us, this will be through our [GDPR policy](#).

Statement of general policy

- People may make requests for information on the understanding that as Maitri Studio Ltd is not bound by the FOI we are not legally required to respond, but that we will consider all requests made to us.
- If you wish to make a request please contact us in writing with your name, an address where you can be contacted, a detailed description of the recorded information you want, and the format you want it in.
- Requests are free, but we will make a small charge for photocopies or postage.
- We will endeavour to send the information within 20 days and will contact you if we need more time.
- Some sensitive information may not be available, for example due to confidentiality, legitimate business competition or if it will cost a large amount to retrieve. If we need to withhold information, we will explain why.

This document will be reviewed and updated annually, or upon any major changes in the workplace.

Signed (print) and date



CLAIRE FERRY (director)
23 April 2018



GEOFFREY MOORE (director)
23 April 2018