

## Information Charging Guide 2025

This Guide sets out the charges which Edinburgh Leisure may make for providing information.

### Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIRs) give everyone the right to request information held by any Scottish public authority. Both laws also require authorities to publish some information proactively.

Edinburgh Leisure has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

Edinburgh Leisure is also a data controller for the purposes of the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 and is therefore obliged to respond to subject access requests for personal data that we hold.

This Guide sets out the charges Edinburgh Leisure may make for providing access to information we hold.

There are two separate charging schemes for releasing information under the Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EIRs”).

### Published Information

This section applies to information which Edinburgh Leisure publishes through the Model Publication Scheme 2021. We have produced a Guide to Information which sets out the information we make available through the scheme.

All information in our Guide to Information on our [website](#) is available to download for free.

### Copying Costs

If you would like us to print off information from the website, or published information which isn't yet on our website, we may charge for providing information. However, we will charge you no more than it costs us to provide it to you.

Document Name:	Edinburgh Leisure Information Charging Guide 2025	Version:	1.1
Created:	24.09.24	Version Date:	06.02.25
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We will also charge for computer discs, postage and packing and other costs associated with supplying the information.

Where charges are made, they are as follows:

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- CD Rom £1.00

Any specialist copying or printing will be charged at cost to Edinburgh Leisure.

### Postage Costs

Postage costs are recharged at the rate we pay to send the information to you by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than what it cost us, per copy, to have the publication printed.

We do not pass on any other costs to you in relation to our published information.

### How charges are worked out under FOISA

Edinburgh Leisure is entitled to charge for making information available in response to requests under Section 12 of FOISA. The charges are based on the:

- Estimated costs of staff time to find information.
- Any costs associated with putting information into a particular format.
- Copying and postage costs.

We do not charge for the time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released.

If you submit a request to us for information which is not available on our website or in our Publication Scheme, the charges will be based on the following calculations:

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- Free, if the costs are less than £100, but you may be asked to pay copying charges.
- 10% of our costs and copying charges if the costs are more than £100.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated based on a waiver for the first £100 and 10% of the remaining £500.
- Please note we are not obliged to respond to requests if it costs more than £600 to do so.

In working out the charge, staff time will be calculated to a maximum £15 per person per hour.

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released.

Charges may be made for locating, retrieving, and providing information to you.

Edinburgh Leisure will also charge for computer discs, postage and packing and other costs associated with supplying the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- CD Rom £1.00

Any specialist copying or printing will be charged at cost to Edinburgh Leisure.

All charges are to be paid in advance. If we decide to issue a charge, we will issue a fees notice to you explaining how the charge has been worked out. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge.

The information will be provided to you on payment of the charge. If you decide not to proceed with the request, there will be no charge to you. Edinburgh Leisure is not obliged to provide any information until the fee is paid.

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## How charges are worked out under EIRs

Edinburgh Leisure is entitled to charge for making information available in response to requests under EIRs as per Regulation 8 (1) of the EIRs. The charges are based on the:

- Estimated costs of staff time to find information.
- Any costs associated with putting information into a particular format or storage device such as a USB drive.
- Copying and postage costs.

We do not charge for the time taken to determine whether we hold the environmental information requested, or the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving, and providing information to you e.g., photocopying and postage.

Any charge must be a reasonable amount and cannot exceed the costs of producing the information requested. If we decide to impose a charge, we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request, there will be no charge to you.

In working out the charge, staff time will be calculated to a maximum £15 per person per hour. Charges may be made for locating, retrieving, and providing information to you.

Whilst there is no upper limit to the cost that may be applied, if the cost is estimated to exceed £600 then we may view the request as manifestly unreasonable and will look to apply the exception Regulation 10 (4) (b) of the EIRS.

Edinburgh Leisure will also charge for computer discs, postage and packing and other costs associated with supplying the information.

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- Postage is charged at actual rate for Royal Mail First Class.
- CD Rom £1.00

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If we decide to issue a charge, we will issue a fees notice to you explaining how the charge has been worked out. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge.

The information will be provided to you on payment of the charge. If you decide not to proceed with the request, there will be no charge to you. Edinburgh Leisure is not obliged to provide any information until the fee is paid.

## Waiving Charges

There may also be times when we may waive a charge to supply you with the information that you have requested. These include:

- If we are satisfied that there is a genuine and widespread public interest in the information being made available. This is would not be the case where a request appears to be driven by commercial interests or is specific in terms of focus or geographical area.
- If we are satisfied that it would be uneconomical to issue a fees notice and process payment.
- Where information requested consists of a mixture of environmental and non-environmental information, and the non-environmental information would not be subject to a fee under FOISA.

## Requests for your own personal data

There is no charge for requesting your own personal data (Subject Access Request) under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

In most cases, we must provide a copy of the information **free of charge**. However, we can charge a ‘reasonable fee’ for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if an individual requests further copies of their data.

The fee must be based on the administrative cost of providing the information.

Further information on UK GDPR can be found on the Information Commissioner’s Office website. Click [here](#) to access.

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## Contact Us

We are pleased to provide advice and assistance to anyone who would like to request information from us.

### For more information contact:

Information Compliance Section  
Edinburgh Leisure Head Office  
Meadowbank Sports Centre  
London Road  
Edinburgh  
EH7 6AE

T: 0131 458 2100

E: [foi@edinburghleisure.co.uk](mailto:foi@edinburghleisure.co.uk)

Website: <http://www.edinburghleisure.co.uk>

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