

# **UKAD Freedom of Information Publication Scheme**

**Version Number 6  
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## **What is a Publication Scheme?**

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The term 'publication' refers to the information that is available to the public, including in hard or soft copy format.

The Publication Scheme specifies the following:

- The classes of information that we publish or intend to publish;
- The manner in which information in each class is or is intended to be published; and
- Whether the information is, or is intended to be, available free of charge or on payment.

## **Freedom of Information Act 2000**

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The Freedom of Information Act 2000 (the FOIA) came into force on 1 January 2005 and gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. UK Anti-Doping (UKAD) is a public authority under the FOIA.

The Environmental Information Regulations 2004 (EIR) came into force on 1 January 2005, and UKAD may also be subject to requests for information under this Act.

As well as this general right of access, the FOIA places public authorities under certain obligations. Under Section 19 of the FOIA public authorities must adopt and maintain a publication scheme setting out all the information that they will publish and make available on request in accordance with the FOIA.

## **Classes of information**

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UKAD's Publication Scheme contains core classes of information to help you find the information you are looking for. The main headings relate to UKAD's strategic objectives, and under each heading are identifiable classes of information which UKAD publishes or intends to publish.

Information that falls into the classes below will be retained in line with UKAD's retention and disposal schedules.

## **How to request and find information**

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Publications already available via the UKAD website can be found on our Freedom of Information<sup>1</sup> and Transparency<sup>2</sup> pages. Requests can otherwise be made via email to [foi@ukad.org.uk](mailto:foi@ukad.org.uk). Before making an FOI request, please ensure you have searched our website for the information.

## **Exemptions**

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Whilst the Freedom of Information Act creates a right to request information, there are a number of exemptions from the disclosure of certain types of information. This allows us to withhold some information requested.

Exemptions fall into two categories, either absolute or qualified.

### **Absolute Exemption**

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Some exemptions are absolute, which means that any information falling within the terms of this exemption does not have to be disclosed. In some of these cases we do not have to tell you whether or not we hold the information.

### **Qualified Exemption**

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Where an exemption is qualified UKAD must decide whether the public interest in maintaining the exemption outweighs the public interest in disclosure when considering whether or not to apply the exemption. This is known as the Public Interest Test. In some cases where we have applied a qualified exemption, we do not have to tell you whether we hold the information.

Where an exemption has been applied we will inform you which exemptions have been applied and why, unless to give this explanation would in itself reveal the exempt information.

The following is a list of the exemptions:

- Information accessible to applicant by other means
- Information intended for future publication
- Information supplied by, or relating to, bodies dealing with security matters
- National security

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<sup>1</sup> <https://www.ukad.org.uk/freedom-information-requests>

<sup>2</sup> <https://www.ukad.org.uk/transparency>

- Defence
- International relations
- Relations within the United Kingdom
- The economy
- Investigations and proceedings conducted by public authorities
- Law enforcement
- Court records, etc
- Audit functions
- Parliamentary privilege
- Formulation of government policy, etc
- Prejudice to effective conduct of public affairs
- Communications with Her Majesty, etc. and honours
- Health and safety
- Environmental information
- Personal information
- Information provided in confidence
- Legal professional privilege
- Commercial interests
- Prohibitions on disclosure

For further information about the different categories of exemptions please see the guidance issued on the Information Commissioner's Office (ICO) website.

### **How to use this Publication Scheme**

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This scheme sets out the classes of information required by the model publication scheme to be available from UKAD either on the website or on request. Information can be sent by post or electronically if it is held in this format. A brief description of the types of information available is given under each class, with an indication on how the information is available. Generally, UKAD will respond to requests for information

without charge, however, enquirers will be informed if there are fees applicable to an individual request for information.

Requests for information in other formats will be treated sympathetically where possible.

Where information is available on the UKAD website, the web address is:  
[www.ukad.org.uk](http://www.ukad.org.uk).

Other information listed in the publication scheme can be obtained by sending an FOI request in writing to:

Email: [foi@ukad.org.uk](mailto:foi@ukad.org.uk)

Post: Legal Department  
UK Anti-Doping  
Trafalgar House  
1 Bedford Park  
Croydon  
CR0 2AQ

If the information you require is not mentioned in the Publication Scheme, or is not otherwise available on the website, you should write, quoting Freedom of Information, to the above postal or email addresses quoting your address for response.

Information will be released within 20 working days under the FOIA unless an exemption applies in which case you will be informed.

### **What happens if my request is refused or I am unhappy with the response**

UKAD will fully comply with the provisions of the FOI Act, and supports the purpose of the Act, which is for openness and accountability. However, there will be times when we are unable to provide some, or all, of the information you have requested, because it is not in the public interest to do so. In these cases, we will explain why we have withheld information.

### **Internal Review**

If you are dissatisfied with our response you may request that UKAD review the decision or reconsider whether you have received all the information to which you are entitled. A Director not involved in the original request will undertake the review and will inform you in writing of the outcome. Details of how to request an internal review will be provided in UKAD's letter of response to the original request.

## **Complaint to the Information Commissioner**

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If you remain dissatisfied after the internal review and feel we have not complied with our obligations under the Freedom of Information Act, you will be able to complain to the Information Commissioner. You can contact the Information Commissioner at:

### **The Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Information Line: 01625 545745

Switchboard: 01625 545700

Fax: 01625 524510

Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

## **Copyright**

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However, permission to reproduce material does not extend to any material accessed through the Publication Scheme that is not owned by UKAD but is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

Under the terms of the Re-Use of Public Sector Information Regulations 2015 information can be re-used by an individual, a company or other organisation. This is sometimes, though not always, on a commercial basis.

## Request for Personal Data

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Requests for personal data (information about a living individual) are dealt with under the Data Protection Act 2018. If you want to ask whether UKAD holds any personal information about you, you should write to:

Email: [foi@ukad.org.uk](mailto:foi@ukad.org.uk)

Post: Legal Department  
UK Anti-Doping  
Trafalgar House  
1 Bedford Park  
Croydon  
CR0 2AQ

You are required to supply proof of your identity. This should include a photocopy of the identification pages of your current passport or of a current photo driving licence, and an original current utilities (e.g. electricity) bill or credit card or bank statement that includes your name and current address. This would be returned to you if required.

It would also be helpful if you could indicate which part of UKAD (i.e. which Department(s), or Directorate(s) or office(s) you believe might hold personal data on you to help narrow the search. We may charge a fee for this service.

UKAD may withhold access to your information where it has the right to do so under the Data Protection Act.

## Classes of Information

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The model publication scheme has laid down the following classes of information for Non-Departmental Public Bodies to follow:

- **Who we are and what we do** (Organisation information, structures, locations and contacts);
- **What we spend and how we spend it** (Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit);
- **What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews);
- **How we make decisions** (Decision making processes and records of decisions);

- **Policies and procedures** (Current written protocols, policies and procedures for delivering services and responsibilities);
- **Lists and registers**; and
- **The services we offer** (Information about the services we currently provide including leaflets, guidance and newsletters produced).

### **UK Anti-Doping Classes of Information**

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The following list represents information UKAD will publish on its website or make available on request under this publication scheme. This is not a definitive list and other information will be held on the website, or made available on request, subject to any exemptions that apply under the FOIA.

If you have any questions you wish to raise please contact the Legal Officer on the above postal or email addresses.

#### **Who we are and what we do**

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
Roles and Responsibilities	UKAD mission and values	Website
Organisational structure	Organisational chart	On request
Information relating to the legislation relevant to UK Anti-Doping's functions	UK National Anti-Doping Policy	Website
	UK Anti-Doping Rules World Anti-Doping Code	World Anti-Doping Agency website
List of and information relating to organisations with which the NDPB works in partnership	Department for Digital, Culture, Media, & Sport	Website and websites of other organisations
	National Governing Bodies for sport	
	UK Sport	
	Home Country Sports Councils	



<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
	British Olympic Association	
	British Paralympic Association	
	Youth Sport Trust	
	Sport Coach UK	
	Serious Organised Crime Agency	
	UK Borders Agency	
	Medicines Healthcare Regulatory Agency	
	World Anti-Doping Agency	
	Institute of National Anti-Doping Organisations	
	International Federations for sport	
Senior staff and management board members	Directors Team biographies and responsibilities	Website
	Executive Team biographies	
	Board member biographies	
	Athlete Committee member biographies	

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
The locations and contact details for the authority	Address details, email addresses, contact form	Website

#### **What we spend and how we spend it**

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
Financial statements, budgets, and variance reports	Annual Report(s)	Website
	Budgets and Expenditure	On request
Financial Audit reports	Audit Certificate in annual report	Website
Board members' allowances and expenses	Annual Report	Website
Pay and grading structures		On request
Procurement and tendering procedures, and internal financial regulation	Organisational Policies and Procedures and Contracts Finder	On request

#### **What are our priorities and how are we doing**

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
Strategic priorities	DCMS Framework Document	Website
	Strategic Plan	
	Annual Reports	

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
	Quarterly testing statistics	

### **How we make decisions**

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
Major policy proposals and decisions	Board minutes	Website
	Other policy proposals and decisions including supporting information	On request
Public consultations	World Anti-Doping Code review submissions	Website
	Prohibited List review submissions	On request

### **Policies and procedures**

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
External facing policies	Child Protection Policy UK Anti-Doping Equality Policy	Website
Recruitment policies	Line Manager's guide to recruitment and selection	On request
Records management and personal data regimes	Athlete Information Notice	Website
	Control of Documents and Records Policy	On request
	Information Security Policy	On request

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
	Government Security Classifications Policy	Website
Other	Anti-Bribery Policy	On request
	Gifts and Hospitality Policy	On request

**The services we offer**

<b>Class of Information</b>	<b>Description</b>	<b>Availability</b>
Media releases		Website
Information/resources	Newsletters	Website
	100% me Advice cards	On request
	100% me Leaflets	On request
	Anti-doping information documents	On request
	Other guidance as applicable	On request