



## HFEA Publication Scheme

The Human Fertilisation and Embryology Authority's publication scheme is produced in compliance with the Authority's obligations under section 19 of the Freedom of Information Act 2000.

This has been submitted to the Information Commissioner's Office for approval and came into effect on 15 October 2007. This scheme will expire on 31 December 2008.

The HFEA commits to:

- Proactively publishing to its web site ([www.hfea.gov.uk](http://www.hfea.gov.uk)) information that is held by the Authority and is covered by the definitions below.
- Proactively publishing information in line with the statements contained within this scheme.
- Maintaining and reviewing its publication scheme on a regular basis.

### Classes of information

The following classes of information will be made available via the HFEA publication scheme:

#### **Organisation and structure**

Information regarding the HFEA and its purpose, the legislation relevant to its functions, the composition of the Authority and its sub-committees, its senior executives, its working partnerships with other organisations and its sponsoring body, its location and contact details, details of vacancies and HFEA Management Information.

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

Information relating to projected and actual income and expenditure. The class includes financial statements, budgets and variances.

#### **Strategy and performance**

Information relating to HFEA business planning, priorities and performance, including long-term corporate plans, annual business plans and annual reports.

#### **Policies and procedures**

Information relating to HFEA corporate policies, standard operating procedures and impact assessments, as well as details about complaints, information access requests, procurement, charging regimes, recruitment and equality.

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### **How we make decisions**

Information relating to major policy proposals and decisions, including public consultations, minutes of Authority and sub-committee meetings and significant licensing decisions.

### **Regulation**

Information from the HFEA's regulatory function, including inspection reports, licence information, research summaries, annual thematic reports, patient information and statistics. This class also includes information which forms part of the HFEA's regulatory framework, including its Code of Practice, Directions, Chair's Letters and Chief Executive's Letters.

### **Services we offer**

Stakeholder information, including advice and guidance, leaflets, press releases, FAQs, disclosure logs, patient information, donor information, information for donor-conceived people and information for licensed centres.

## **Gaining access to information**

Information can be accessed through the HFEA web site. Alternatively, it can be made available in hard copy. Requests can be made by email to [admin@hfea.gov.uk](mailto:admin@hfea.gov.uk), by telephone to **020 7291 8200** or in writing to **HFEA, 21 Bloomsbury Street, London WC1B 3HF**.

It may be possible to view some information in person. However, the applicant will be expected to cover any related costs, which may include room rental and staff time.

In order to ensure the maximum release, some information may be summarised. This may happen where a prohibition on disclosure of patient-identifying information, personal data, regulatory information or commercially sensitive information exists.

Generally, information will be provided in English. The applicant will be expected to cover the cost of translation should that be required. The HFEA will take into consideration its obligations under the Disability Discrimination Act 1995 when considering requests to produce information in other formats.

## **Charges**

Information which is published and accessed electronically will be provided free of charge. Charges may be made for other information subject to a charging regime approved by Parliament. A reasonable charge may also be made for expenditure incurred such as:

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- The photocopying of multiple copies of documents
- Postage and packaging
- Media (e.g. CDs or DVDs)
- The viewing in person of materials requiring the HFEA to hire appropriate facilities and/or HFEA staff to oversee the viewing.

If a charge is to be incurred, prior to any information being made available, the applicant will be informed of the charge and supplied with a breakdown of all costs. Once payment has cleared into the HFEA account the Authority undertakes to make the requested information available to the applicant within a period of twenty working days.

## Complaints

Complaints regarding the operation of the HFEA publication scheme should be directed to **HFEA, 21 Bloomsbury Street, London WC1B 3HF.**

All complaints will be responded to within a period of 30 working days. The HFEA operates a two-step internal review process for complaints made about the operation of its publication scheme. Should the complainant remain dissatisfied with the outcome of the HFEA's own review, they also have the right to refer their complaint to the Information Commissioner's Office.