

Freedom of Information

Find out how to make a Freedom of Information Act (FOI) request.

The FOI gives the public a right of access to recorded information held by public authorities. It is regulated by the [Information Commissioner's Office \(ICO\)](#), an independent body.

Before you make a request

You might not need to make a FOI request if the organisation has:

1. already published the information
2. previously responded to your request

Search our [published information](#)

How we process requests

The FOI allows 20 working days to respond to a request from the date we receive it. The IFR will aim to respond as soon as possible. We will disclose information unless:

- an exemption applies to the information requested, and where applicable, the [public interest test](#) has been considered and supports maintaining the exemption.
- clarification is required.

Under FOI, information can be withheld when an appropriate [exemption](#) can be applied. If the information you request is held by another public authority, we'll let you know.

Requests for personal information about yourself are subject to data protection legislation and should be made to dataprotectionofficer@footballregulator.org.uk

How to submit a request

To make a FOI request:

- submit the online request form, or
- download a printable copy and send it to us at: One New Bailey, 1 New Bailey St Salford M3 5JL

All requests must be in writing and include your real name and a correspondence address that can be an email address, to meet validity requirements.

To help us with your request, please be as specific as possible about the information you need. Please give us any additional information you think might be helpful and a time frame within which to search.

Payment

We won't charge for finding information for requests costing less than £450. But if we estimate that it would cost more than £450 (18 hours working time) to find the information, we're entitled to refuse the request.

Internal reviews

Exempt information is not available to members of the public, and so your request may be rejected. If this applies, an organisation must tell you why they cannot give you some or all of the information you requested.

If you're not satisfied with our response, you can request an internal review of our original response. We aim to deal with internal reviews within 40 working days.

To request an internal review, please either email or write to us using the contact details below.

If you're not happy with the outcome of our internal review, you can then appeal to [the ICO](#).

Contact us

Email: correspondence@footballregulator.org.uk

Postal:

Independent Football Regulator

One New Bailey

1 New Bailey St

Salford

M3 5JL

If you have specific needs to be able to communicate with us effectively, please tell us and we will do our best to meet them.