



ANNEX Q

Freedom of Information Act (FOIA) – Commercially Sensitive Information

All information submitted to the Authority may need to be disclosed by the Authority in response to a request under the Freedom of Information Act. The Authority may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (specifically) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

In order to substantiate your claim you should indicate which exemption of the Act applies in each case. You should be aware that even where you have indicated that information is commercially sensitive, the Authority may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking. If a request is received, the Authority may also be required to disclose details of unsuccessful tenders.

You may use the table below or another method if you wish. Note specially that attempting to claim 'blanket exemption' on all information provided is unlikely to satisfy the Information Commissioner.

Page Number (in your tender)	Clause/paragraph numbered (or other identification)	Explanation of harm which may result from disclosure, indicating the relevant FOI Act exemption applied and time period applicable to any sensitivity
2.3.1 Implementation	Entire document	This is commercially sensitive and would be detrimental to our business interests if this information was to be available to our competitors. Period of time exemption sought: Duration of the contract.
2.4.1 Recruitment	Entire document	This is commercially sensitive and would be detrimental to our business interests if this information was to be available to our competitors.



		Period of time exemption sought: Duration of the contract.
2.5.1 Booking and attendance	Entire document	<p>This is commercially sensitive and would be detrimental to our business interests if this information was to be available to our competitors.</p> <p>Period of time exemption sought: Duration of the contract.</p>
2.6.1 Management and reporting	Entire document	<p>This is commercially sensitive and would be detrimental to our business interests if this information was to be available to our competitors.</p> <p>Period of time exemption sought: Duration of the contract.</p>
2.7.1 Implementation plan	Entire document	<p>This is commercially sensitive and would be detrimental to our business interests if this information was to be available to our competitors.</p> <p>Period of time exemption sought: Duration of the contract.</p>
Annex C pricing proposal	Entire document	<p>This is commercially sensitive and would be detrimental to our business interests if this information was to be available to our competitors.</p> <p>Period of time exemption sought: Duration of the contract.</p>