



Groceries Code  
Adjudicator

## **GCA Publication policy**

**May 2018**

The GCA has adopted the Information Commissioner's Office (ICO) model publication scheme covering the Freedom of Information Act (FOIA) which can be found [here](#).

FOIA covers all recorded information held by the GCA and is not limited to official documents. It includes documents, emails, notes, recordings of telephone conversations and CCTV recordings, for example.

### *Disclosure of information*

The GCA will release information under the 7 classes of information specified by the ICO in the model publication scheme guidance. These are:

- **Who we are and what we do**
  - Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**
  - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**
  - Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions**
  - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures**
  - Current written protocols for delivering our functions and responsibilities.
- **Lists and registers**
  - Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer**
  - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage.