



Groceries Code  
Adjudicator

# **GCA publication scheme**

**February 2026**

## Introduction

The [Freedom of Information Act 2000](#) (FOIA) requires public authorities to adopt and maintain a publication scheme to:

- Specify the classes of information that they commit to publishing
- Say how they will make that information available
- Say whether the information is available free of charge

The GCA has adopted the [Information Commissioner's Office \(ICO\) model publication scheme](#) for public authorities, which can be found [here](#).

## Our publication scheme

The GCA will publish proactively as much information of public interest as possible. Our publication scheme is a description of the classes of information that we commit to publishing, not an exhaustive list of information or publications.

The GCA will publish all freedom of information requests received together with a summary of the responses given, with any material released as a result.

Where practicable we will make our publications available on the GCA website. Where publications are not available online, we will provide details of how to obtain hard copies.

## Classes of information

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

- **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 (for example confidential information received which is protected by the [Groceries Code Adjudicator Act 2013](#)),

or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

- Information that we consider to be sensitive, such as certain types of commercial or personal information, or information about security matters, or which comprises legal advice, or may be subject to data protection legislation.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage.

## Is information free of charge or on payment?

The GCA's charging policy is to publish most information online, where it is available for you to view free of charge. If you do not have access to the internet, we can send you a printed copy of the web page(s) free of charge.

Current publications are available free of charge on the [GCA website](#).

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

## Copyright

The GCA is a non-departmental public body. Re-use or reproduction of our publications, e.g. commercially or for circulation for educational purposes, is permitted under the terms of the [Open Government Licence](#).

## Information not already published

If you cannot find what you want through this scheme, or otherwise on our website, you may wish to make a request to us under the FOIA or the Environmental Information Regulations 2004 (EIR). Obtain information by submitting a Freedom of Information request to [enquiries@groceriescode.gov.uk](mailto:enquiries@groceriescode.gov.uk) or by writing to the following address:

Groceries Code Adjudicator  
7<sup>th</sup> Floor  
The Cabot  
25 Cabot Square  
London E14 4QZ

[How to make a freedom of information request](#)

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the FOI Act.

## Feedback and complaints about the policy

If you would like to provide feedback about the GCA's publication policy, or have a specific complaint, please contact us.