

## **Redaction Policy**

*[to redact = to edit, or prepare for publishing]*

### **Introduction**

In accordance with the Government's commitment to greater transparency of public information, we will publish the following information:

- The salaries paid to our senior management
- The extent of the organisation's establishment
- Items of spending over £500

Although we will make every effort to release as much information as possible, some information such as personal, commercially sensitive and confidential information will not be disclosed. This is to ensure that we comply with the requirements of the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations.

### **What information will we withhold?**

#### *Spend over £500*

Any payments to individuals will, in most cases, be removed from the list because it will be considered personal data. However, where it is in the public interest to name an individual (e.g. information regarding sole traders and individuals in the public domain) the information will be disclosed unless the individual has specifically objected to its publication. Commercially sensitive information may also be excluded if an organisation has made a strong case for non-disclosure.

For transparency reasons, any information which has been withheld will be replaced with the words 'REDACTED PERSONAL DATA' or 'REDACTED COMMERCIAL CONFIDENTIALITY'.

#### *Senior salary information*

Our senior management have a right to object to the publication of their salary data, particularly where they feel that unwarranted damage or distress may be caused. Where we have found an objection to be justified we will not publish information in relation to either the individual or the post.

For transparency reasons, we will provide information on the number of people whose information has been withheld.

### **Further information**

If you would like any further information regarding this policy please contact [foi@exeter.gov.uk](mailto:foi@exeter.gov.uk)