

INFORMATION SERVICES

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

6.1	Availability and conditions of use of facilities		
	Information in this class provides details about who can access systems and services and the facilities that they can access.		
	-Student Handbook	Paper Based	No Fee
	-LRC Induction Leaflet Pack	Paper Based	No Fee
6.2	Mission statements and related documents		
	This class includes information regarding the aims of the functional area in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements.		
	- Service Level Agreements	Paper Based	No Fee
6.3	Policies with regard to data and information		
	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.		
	-Data Protection Compliance	Paper Based	No Fee
6.4	Procurement and disposal policies		
	Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds.		
	-Financial Regulations	Paper Based	No Fee
6.5	Scope of collections held		
	No collections held		