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# FREEDOM OF INFORMATION POLICY

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Person(s) Responsible:	Business Manager
Governors' Committee:	Resources Committee
Last Review Date:	Autumn 2021
Next Review Date:	Autumn 2023
Status:	Statutory

Collingwood College is committed to the Freedom of Information Act 2000 and the Academies Act of 2010. We are committed to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines Collingwood's framework for managing Freedom of Information requests

## Core Principles

- Any person has a legal right to ask for access to information held by the College
- Collingwood College will:
  - inform all enquirers whether or not the College holds the information they are requesting and provide access to the information it holds, subject to certain exemptions
  - provide advice and assistance to anyone requesting information
  - respond to straightforward verbal requests for information as a matter of course
- Information held by the College that is not published under its Publication Scheme can be requested and its provision will be considered in accordance with the Act
- We will respond to all requests, stating whether or not the information is held by the College and supplying any information that is held (except where exemptions apply)
- We will respond within 20 working days, excluding College holidays, of receiving a request

## How to Request Information

- Requests must be addressed to the Principal in the first instance
- Requests must be made in writing (email is acceptable)
- Requests must state:
  - the enquirer's name;
  - correspondence address;
  - The information requested.

## Exemptions

- Certain information is subject to either absolute or qualified exemptions
- The Data Protection Act requires that schools must keep private and confidential information about students and their families
- When the College wishes to apply a qualified exemption to a request it will invoke the Public Interest Test to determine if public interest in applying the exemption outweighs the public interest in disclosing the information
- The College will maintain a register of requests where it has refused to fully or in part supply the information. It will also state the reasons why it refused. The register will be retained for at least 5 years from the date of the request.

## **Publication Scheme**

- The College has a Publication Scheme derived from the Model Publication Scheme for Schools approved by the Information Commissioners Office (ICO)
- The Publication Scheme and the materials it covers will be available on request
- The Publication Scheme will set out:
  - The classes of information we publish
  - How the information is published
  - Whether the information is available free of charge or on payment

## **Charging**

- The College will charge a fee for complying with requests under FoIA unless the information is routinely available from the website
- The enquirer will be notified of the charge and expected to pay before the information is collated and supplied
- The College retains the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450
- All fees are calculated according to FoIA regulations

## **Governor Responsibility**

- The Governors of Collingwood College have delegated the day to day responsibility for compliance with FoIA to the Principal

## **Complaints**

- Any comments or complaints will be dealt with through the College's normal complaints procedure. If on investigation the College's original decision is upheld, the College has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.
- Appeals should be made in writing to the Information Commissioner's Office at:

FOI/EIR Complaints Resolution,  
Information Commissioners Officer,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF