

FREEDOM OF INFORMATION POLICY (INCLUDING MODEL PUBLICATION SCHEME)

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Personnel Committee
	Approved by:	Full Governing Body
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The school has adopted the below model policy from One Education and the Model Publication Scheme from the Information Commissioner is included in Appendix 1.

1. INTRODUCTION

The School recognises the need to hold information in accordance with the Freedom of Information Act 2000 ("the Act") and make it available to the public in accordance with provisions of the Act, subject to any legal exemptions.

Any reference in Act to "public authorities" applies to schools.

2. PUBLICATION SCHEME

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public.

The school has adopted the model publication scheme approved by the Information Commissioner (see Appendix 1).

The school's publication scheme sets out the seven classes of information identified in the model publication scheme:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information will be provided on the School's website wherever possible. However, some information may only be available in hard copy. If it is not possible to access the information via

the website, the School will make appropriate arrangements for the information to be made available upon request to the Data Protection Officer at the school.

The purpose of the publication scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the requestor. Any charges made by the school will be kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made to cover the School's costs such as: photocopying, postage and packaging and/or any costs directly incurred by the School as result of providing the information. If a charge is to be made, confirmation of the charge will be given before the information is provided and payment may be required prior to provision of the information.

3. MAKING A REQUEST UNDER THE FREEDOM OF INFORMATION ACT

Any requests for Information held by the school that is not published under the School's publication scheme should be made in writing to the school via letter or email.

The request will then be acknowledged in writing and if necessary, clarification will be sought on what is being asked for.

The School will usually respond to the request within 20 working days in one of the following ways:

- By providing the information requested;
- Confirming that it does not hold the information requested;
- Confirming that the information requested is already publicly available and where it can be obtained from; or
- Explaining whether any/all of the information is exempt from disclosure.

4. REFUSING A REQUEST

The School will try to make as much information available as possible. However, sometimes there may be a valid reason for withholding information. Examples of when we may withhold information include:

- School intends to publish the information in the future;
- The law states the information must not be released.
- Disclosure would:
 - Breach confidentiality;
 - Breach the Data Protection Legislation;
 - Breach the public interest.

Reasons will be provided if School decides to withhold information.

5. CHARGES

Most information requested will be provided free of charge, although School may charge a fee for the photocopying/printing/postage of larger documents and where it is not available in the Publications Scheme.

School will not charge for time spent dealing with a request but there is no obligation to provide information if it would involve more than 18 hours work. In such cases, school will make contact with the requestor and discuss options.

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

6. PURPOSE OF INFORMATION PROVIDED

Any information provided by School following a request made in line with the Act may only be used for personal purposes.

7. COMPLAINTS

Any complaint about how School has handled a request under the Act should be referred to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone 01625 545700, Website www.ico.gov.uk



Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

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, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 provision of the information.

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 Freedom of Information Act.