

<p style="text-align: center;"><b>Colyton Grammar School</b> <b>FREEDOM OF INFORMATION POLICY</b></p>
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### Rationale

To provide a clear framework for the school to meet its obligations under the Freedom of Information Act (2000).

### Aims

1. To make it clear what information is available under the Publication Scheme
2. To ensure a clear and fair method of dealing with enquiries, and where appropriate charging for information
3. To ensure that the school's record keeping policies are both clear and transparent, and comply with the relevant legislation
4. To ensure that all staff are aware of the school's obligations under the Freedom of Information Act.

### Key Features

1. Publication Scheme  
The Governing Body has adopted the Information Commissioner's Model Publication Scheme and published a Guide to Information and Schedule of Fees. These documents provide details of the information published by the school, where it can be found and details of any applicable charges. These documents are reviewed on an annual basis.
2. Dealing With A Request  
The Business Manager is designated as the responsible for dealing with requests. He/she will take the following steps when dealing with a request.
  - Decide whether the request is a request under the Data Protection Act, Environmental Information Regulations or the Freedom of Information Act
  - Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
  - Provide the information if it has already been made public
  - Inform the enquirer if the information is not held
  - Consider whether a third party's interests might be affected by disclosure and if so consult them
  - Consider whether any exemptions apply and whether they are absolute or qualified
  - Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
  - Decide whether the estimated cost of complying with the request will exceed the appropriate limit as set by the Information Commissioner (currently £450)

- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

All requests for information must be complied with within the prescribed time limit which is currently 20 working days for a request received on a school day as defined by Section 579 of the Education Act 1996, or 60 working days for a request received on a non-school day.

The Business Manager is responsible for maintaining a record of requests for information, together with refusals and the reasons for refusals.

## 2. Charging

The school may make a charge for providing information. This will normally be based on the cost of photocopying and postage. If the cost of staff time involved in locating and retrieving the information and in meeting the applicant's preference for communicating the information exceeds the appropriate limit as set by the Information Commissioner (currently £450), the Business Manager will write to the applicant giving a schedule of the costs. The information will not be provided until the school has received the appropriate payment.

## 3. Record Keeping

The school will follow the guidelines of the Records Management Society regarding the retention of records and other information, as may be amended by the Governors from time to time to reflect the school's particular requirement.

## 4. Informing Staff of the School's Obligations

Information is provided to staff in the following ways:

- The Staff Handbook
- Induction programmes

## Conclusions

This policy provides a clear framework for the school in dealing with requests for information. It should be read alongside the Publication Scheme. The policy will be reviewed at least once every three years.

Responsibility for reviewing and approving the Freedom of Information policy and related matters is delegated to the Committee of Chairs.