



Ulverston Victoria High School

POLICIES

Freedom of Information Act: Access Policy Reviewed June 2019

Author/Owner:	Sub-Committee:	Ratified/Reviewed by Governors:	Chair of Governors Signature:
Mr D Stamp Director of New Technologies	Pastoral & Curriculum	2.11.2016	

FREEDOM OF INFORMATION ACT : ACCESS POLICY

- The Governing Body has agreed to the Model Publication Scheme and produced a guide to information available under the Model Publication Scheme.
- The school will follow the guidance issued to schools and public authorities. This is currently held on the Information Commissioner's Office website here:
http://www.ico.gov.uk/what_we_cover/freedom_of_information/guidance.aspx
- The school will ensure all staff are aware that they can receive requests for information and that they should be passed on to the single point of reference for requests, the Headteacher's Personal Assistant – Mrs Andrea Herman.
- A retentions record of information we hold has been drawn up and is managed by her.
- A request for information may be refused if:-
 - It is considered to be vexatious or repeated.
 - A public interest test shows that applying the qualified exemption outweighs the public interest in disclosing information.
 - Having consulted with a third party whose interests may be affected, the third party's legitimate reasons for the information not to be disclosed.
 - It falls under the Data Protection Act or Environmental Information Regulations
 - The cost of complying with the request would exceed £450

Appendix A of the guidance will always be followed when considering requests for information and possible refusals.

- A record of all requests will be held in the School's Disclosure Log (Appendix B), this information may also be requested under the Freedom of Information Act 2000.
- The Governing Body will review annually any request made for information and any refusals through a report to the Curriculum and Pastoral Committee in the summer term.
- The policy will be reviewed annually by the Governing Body

FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- 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 of £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

Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

FREEDOM OF INFORMATION ACT

REQUEST DISCLOSURE LOG

NAME / ADDRESS	TYPE OF INFORMATION REQUESTED AND REASON	DATE RECIEVED	REQUEST OUTCOME	REASON IF REFUSED	DATE COMPLIED