

FREEDOM OF INFORMATION ACT (FOIA)

Access Policy

- The Principal has the day-to-day responsibility for FOIA policy and provision of advice, guidance, publicity and interpretation of the school's policy.
- We will ensure that we have a well-managed records and information system in place to be able to comply with requests within 20 working days (excluding school holidays).
- We will keep a record of refusals as well as appeals and allow the governing body to review its access policy on an annual basis.
- A valid FOI request will be in writing, state the enquirer's name and correspondence address and describe the information requested. We will do the following on receipt of a request for information:
 - Decide whether the request is a request under GDPR and Data Protection Act 2018 (DPA), Environmental Impact Regulations (EIR) or Freedom of Information (FOI).
 - Decide whether the school holds the information or whether it should be transferred to another body.
 - 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.
 - If a request is made for a document that contains exempt personal information ensure that the personal information is removed as set out in the guidance for schools.
 - Decide whether the estimated cost of complying with the request will exceed the appropriate limit.
 - Consider whether the request is vexatious or repeated.

All staff will be made aware of this procedure.

Complaints

Any comments or complaints will be dealt with through the school's normal complaints procedure. The school will maintain records of all complaints and their outcome. If on investigation the school's original decision is upheld, then the school 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. They can be contacted at:

FOI/EIR Complaints Resolution

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Date of Next Review: December 2024