

Freedom of Information

1.0	INTRODUCTION / SCOPE
1.1	This policy outlines the purpose, action and management of information and its availability under the Freedom of Information Act at this Academy.

2.0	ROLES AND RESPONSIBILITIES
2.1	The Headteacher is the Data protection Officer for the Academy and is registered as such with the Information Commissioners Office. The decision to release information requested under a Freedom of Information request, will be made by the Headteacher with consideration of current ICO guidance.
2.2	All staff must immediately inform the Headteacher or the School Business Manager in their absence, if they receive any requests for information that would be covered by this policy.
2.3	The School Business Manager will be responsible for maintaining a register of requests for information available for release; to whom it has been released and when; and also for maintaining the list of information which is exempt under the Act (appendix 1)

3.0	NATURE AND PURPOSE
3.1	Academies are information rich places. Some of this information relates to people whilst other information relates to policies and practices relating to the work of the Academy. This information may be held on paper or electronically.
3.2	Under the Freedom of Information Act 2000, members of the public are entitled to information held by this Academy, as long as it is not exempt (see Appendix 1). The Academy has a duty to provide information requested as well as advice and assistance to anyone requesting information not provided by the Academy.
3.3	Information that is covered by the Data Protection Act that is held by the Academy is not available to members of the public unless the person who is the subject of that information requests to see such information or gives written permission for this to be disclosed.

4.0	ACTION AND MANAGEMENT
4.1	The Academy will make available to any member of the public who requests it, any information covered by this policy apart from exemptions as defined under the Freedom of Information Act. (See appendix 1)
4.2	Requests for information must be made in writing (letter or email) to the Headteacher of the Academy. When a request is received in writing the enquirer will be told whether the

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	Academy holds the information or whether it is available elsewhere. Information that has been requested will be provided within 20 working days starting from the receipt of the request.
4.3	Requests for information will be refused if: - the information is not held by the Academy, in which case the Academy will notify the enquirer of the identity of the holder of the information - the cost of providing the information exceeds £600 - the information is exempt (see Appendix 1) for example personal information covered by the Data Protection Act - the request for information is considered vexatious - the information is already in the public domain, for example OFSTED reports.
4.4	If the information cannot be made available within the 20-day deadline, the enquirer will be informed of the delay and the reason for that delay.

5.0	RELATED LEGISLATION
5.1	Freedom of Information Act 2000
5.2	Data Protection Act 2018
5.3	UK General Data Protection Regulation (UK GDPR)

APPENDIX 1

EXEMPTIONS

- If the information is reasonably accessible to the applicant by any route other than the Act.
- Personal information requested by the subject of that information is exempt because the Data Protection Act covers it.
- The request is for personal information about a third party, e.g. telephone numbers are not covered by Freedom of Information.
- Confidential information.
- Prohibited information, for example where disclosure would breach a court order or other legislation.
- There are also qualified exemptions, for example information intended for future publication, information relating to activities that are under judicial consideration and communications with the King/Queen.
- Environmental information is exempt where it is covered by Environmental Regulations. Such information relates to air, water, land, natural sites, the built environment, flora, fauna and health.