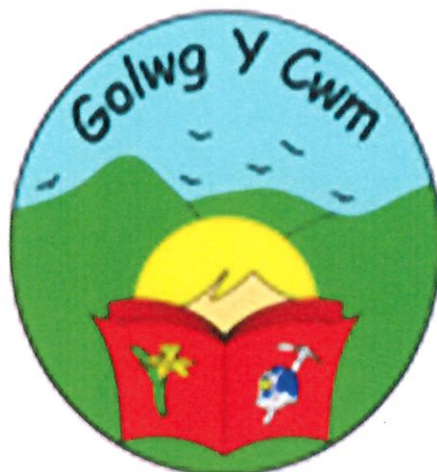


YSGOL GOLWG Y CWM



Freedom of Information Policy

Date	December 2023
Review Date	



Information Requests (FOI/EIR) Policy (Schools)

Status	Version 2
Guidance Author	Information Compliance (PCC)
Date of Issue	2021
Date of Previous Issue	2018
Review Date	2021 – 09 – 08

1. Introduction

- 1.1. The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) provides a right of public access to information held by public authorities, including Schools.
- 1.2. The School is committed to its obligations under the differing information request regimes. This includes but is not limited to:
 - Publishing certain information about its activities.
 - Responding to requests for information.
 - Providing advice and assistance to those wishing to make such requests.

2. Scope of the Policy

- 2.1. This policy applies to all **recorded information** held by the School and includes both paper and electronic records.
- 2.2. The Act also applies to any joint ventures entered into between the School and another party.
- 2.3. The Act also places obligations on the School to ensure that third party processors of School data are aware of their duties to support the school to fulfil their obligations.

3. Responsibilities

- 3.1. The Head Teacher has overall responsibility for the School's compliance with the information request regimes.
- 3.2. Day to day operations are the responsibility of the Head Teacher unless the Head Teacher has appointed responsibility to another position.

4. Publication Scheme

- 4.1. The school maintains a Publication Scheme which provides information about its following activities. The following list is not exhaustive and Schools should consider what they will and will not actively publish but the following list is a starting point.
 - Who we are & what we do.
 - What we spend and how we spend it.
 - What our priorities are and how we are doing.
 - Governing Body minutes.
 - Policies & Procedures.
 - Class topics.
 - Teaching Staff.
 - Fees and charges.
 - Complaints.
 - How to ask for information.
 - Information Asset register (optional).
 - Freedom of Information and Environmental Information Disclosure Logs.

the School may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice should be paid before the School undertakes any retrieval of the requested information.

7. Internal Review and Complaints

Table of Contents


- 7.1. Upon receipt of an expression of dissatisfaction, the School should undertake a review of their decision.
- 7.2. Where possible the review should be undertaken by someone different to the person who provided the information previously.
- 7.3. On occasion it is appropriate that the review will reach a different conclusion to that of the original.
- 7.4. The internal review should be carried out by the responsible individual within 20 working days.
- 7.5. Should the requestor be dissatisfied with the outcome of the internal review process then they may make a complaint to the statutory regulator. The Information Commissioners Officer oversees compliance with this legislation and the following will be highlighted to the requester

The ICO can be contacted at the following address:

Information Commissioner's Office
2nd floor
Churchill House
Churchill way
Cardiff
CF10 2HH
Tel: 029 2067 8400
Email: wales@ico.org.uk
www.ico.org.uk

8. End of Policy.

SIGNED:

Chair of Governors.....

Headteacher.....

Date.....