



FREEDOM OF INFORMATION POLICY

HEATON SCHOOL

Heaton School Policy Record

**Freedom of Information Policy Agreed at:
Teaching & Learning Committee 20/11/18
Signed and Approved by:**

Headteacher ----- (Signature)

----- (Name)

----- (Date)

Chair of Committee----- (Signature)

----- (Name)

----- (Date)

To Be Reviewed: Autumn 2020

Designated person: J Curtis, Headteacher

If you require this document in a different format or require further guidance and advice regarding the use or interpretation of this document please contact SHR First on 0161-474-4777.

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Background

The school and Governing Body is committed to implementing the provisions of the Freedom of Information Act 2000 and related legislation. This provides a general entitlement to information that the school holds to any person subject to some exemptions.

Scope

This policy applies to all information the school holds regardless of how it was created or received. It applies no matter what media the information is stored in, generally speaking however, the information may be on paper or held electronically.

Principles

- The school and Governing Body are committed to openness and transparency.
- Information which is subject to a request will be provided where possible within the spirit of the Act.
- Advice and assistance will be offered to requesters when necessary.

Adopting and Maintaining Publication Schemes

The Governing Body has adopted a Publication Scheme and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which the school is regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available, where charges are applied these will be stated in the Scheme.

Dealing with Requests

The school will offer advice and assistance to anybody who wishes to make a request. The school is committed to dealing with requests within statutory guidelines. Requests will be dealt with within 20 school days, (which can be extended in specific circumstances on legal advice) or within 60 working days, whichever is the sooner. The school will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Any request in writing will be considered a Freedom of Information request and be dealt with under this policy. The school recognises that requests for environmental information may be made over the telephone and that different exemptions apply. The school reserves the right to charge for information requests in accordance with statutory guidelines, and implement statutory limitations on the amount of work a single request requires in order to comply with a single request.

The school will refuse requests which it considers to be vexatious or repeated requests. This is a rare occurrence and further advice will be sought.

Whilst a request can be made in writing to any employee of the school, for monitoring purposes, the school would request that requests are directed to the Headteacher.

Relationship with Data Protection

The school is under a legal duty to protect personal data under the Data Protection Act. The school will carefully consider its responsibilities under the Data Protection Act before releasing personal data about individuals, including current and former staff members, pupils and parents. Personal information will not normally be provided in response to FOI requests. If you are requesting your own personal information, this must be requested under the Data Protection Act 1998 and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

Responsibilities

The Governing Body has responsibilities to make information available in accordance with the Act. Responsibility for compliance with this and related policies will rest with the Headteacher.

All staff have responsibilities to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Complaints about the handling of Freedom of Information requests will be dealt with under the school's complaint procedure.

Contact Details

Please direct all requests for information or questions about this policy to the Headteacher please insert name and preferred contact details.

Further advice and information about the Freedom of Information Act, including how to make requests and what you can expect from public authorities, is available from the Information Commissioner's Office: www.ico.gov.uk or by ringing the ICO helpline on 01625 545 745 or 0303 123 1113.