

Freedom of Information Policy



**CROWN HILLS
COMMUNITY COLLEGE**
A Specialist Sports College



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Crown Hills Community College
Policy Document



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Policy Date:		Version:		
Next Review:	Feb 26	Principal: Mr. Farhan Adam	Signature	Date Feb 23
Ratified by Governing Body:		SLT Link: CMA	Date Reviewed: Feb 25	

Introduction

The Freedom of Information Act (2000) (FOI) requires all public authorities (including schools) to produce a register of the types of information that they will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner's Office (ICO). The scheme commits our school to:

- Proactively/routinely publish information that is held by us, falling within the 'classes' below, in line with this scheme.
- Specify the information.
- Explain how it will be made available.
- Review and update information on a regular basis.
- Explain any fees to be charged for the information.
- Make this scheme publicly available.
- Publish information held by the school that has been requested (unless not appropriate to do so).
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015)).
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

Classes of Information

There are 7 classes of information we hold:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Making Information Available:

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may only be available for viewing in person. Where this manner is specified, contact details will be provided to arrange an appointment to view the information within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charging:

Charges may be made for information published under this scheme. The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material that is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorized, justified in all circumstances (including the general principles of the right of access to information held), and in accordance with a published schedule or schedules of fees, which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

Written Requests:

Information held by the school that is not published under this scheme can be requested in writing, when its provision is considered in accordance with the provisions of the Freedom of Information Act.

Data Protection Compliance

Our school complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Any personal data we hold will be processed in accordance with these regulations. Personal data will not be disclosed unless we are legally obliged to do so and will be handled with appropriate security measures in place.

Contact Information

Our Data Protection Officer (DPO) is Mr John Walker whose details are as follows:

Address: The Brutus Centre, Station Road, Totnes, Devon TQ9 5RW

Email: info@phplaw.co.uk

Telephone: 0300 303 4360

Our GDPR Lead is Mrs Claire Marvin, office@crownhills.leicester.sch.uk