



ST.MARY'S RC
PRIMARY SCHOOL

WE PRAY, PLAY & RESPECT ALL

FREEDOM OF INFORMATION POLICY

OVERVIEW

The Freedom of Information Act 2000 (FOIA) provides the general public with the right of access to recorded information held by public authorities. Public authorities as defined in the Act include schools, colleges and universities. We will ensure that the school complies with its duty to respond to requests for information in compliance with the Act. This policy will be used in conjunction with the GDPR Policy.

INTENT

1. To provide the right of access to information as required by the Act
2. To make information available in compliance with the Act
3. To comply with the right of individual access to information as set out in the Act

IMPLEMENTATION

1. Those requesting information must make a request in writing (email is acceptable) and give their name and address.
2. Although those making a request do not have to say why they want the information they are asked to be as clear and specific as possible about the information they want.
3. The school will normally respond to requests within 20 working days.
4. The response will confirm or deny whether the information requested is held, and either provide the information or explain why it has not been provided, quoting one or more of the exemptions in the Act (e.g. that disclosure would damage commercial interests, or prejudice health and safety).
5. If the person making the request is not satisfied with the response, they can use the school's complaints procedure, and if they are still not satisfied after the complaints procedures are exhausted, they may apply to the Information Commissioner for a review.
6. The school will not normally make any charges for providing information. However, in accordance with the Act, the school shall not be obliged to provide information where the cost of compliance would exceed the cost limit set by the Act.
7. There are sometimes valid reasons why some kinds of information will be withheld, such as if its release would prejudice health and safety arrangements or damage a party's commercial interests. When this is the case, we will explain our reasons for withholding information.

IMPACT

The school will meet the requirements of the Freedom of Information Act 2000 (FOIA) in its response to requests for information.