



KING'S OAK PRIMARY SCHOOL

Freedom of Information Policy

May 2018

Policy prepared/reviewed by: Catherine Giles

Policy reviewed and approved by: Governing Body

Date of approval: 14th June 2018

Date of next review: May 2020

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

King's Oak Primary School - Freedom of Information Policy

Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by our school, subject to exemptions and conditions laid down by law, and a requirement that we publish certain information about our activities.

Scope

This policy applies to all recorded information held by our school regardless of how it was created or received. It applies irrespective of the media on which the information is stored (and regardless of whether the information is draft or final) whether the information has been recorded on paper or is held electronically (e.g. printed documents, computer files, letters, emails, photographs, sound or video recordings). The Act also covers information that has been received from others and not created by our school. The Act's powers are fully retrospective and therefore information is accessible no matter how old it may be.

It should be noted that access to personal information (that is information from which a living individual can be identified) is governed under the Data Protection Act 2018. Requests for access to such information will be governed in line with the requirements of that legislation.

Dealing with Requests

We will offer advice and assistance to anybody wishing to make a request for information. We are committed to responding to requests within statutory guidelines, which means that a response will be made within 20 school days (or 60 working days if this is shorter) of the request, counting the first working day after the request is received by our school as day 1. This timeframe will be extended in specific circumstances, on receipt of legal advice in connection with the public interest test (consideration of the arguments for and against the information being in the public interest). However, we are committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the period indicated in the statutory guidelines. Repeated or vexatious requests for information will be refused. We will claim exemptions as appropriate (under guidance issued by the Information Commissioner's Office) whilst maintaining a commitment to openness, scrutiny and the public interest.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. We reserve the right to refuse requests where the reasonably estimated cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum cost limit (currently £450).

We recognise that requests for environmental information (requests relating to the elements such as air, atmosphere, water, soil, land and anything affecting or likely

to affect these such as substances, energy, noise, radiation or waste, emissions) fall under the Environmental Information Regulations 2004 and that requests for environmental information may be made orally.

Adopting and Maintaining the Publication Scheme

King's Oak Primary School has adopted the latest ICO Model Publication Scheme (Version 1.2 20151023) in accordance with Section 19 of the Freedom of Information Act and will update this as new versions are released to ensure our scheme is current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which may regularly be requested. Material contained within the publication scheme, and a copy of the scheme itself, are available. School staff will give advice and assistance on how to use the scheme as appropriate. Where charges are applied, these will be stated in the scheme and the total charge for each request will be notified upon receipt of a request, in advance of further action.

Relationship with the Data Protection Act 2018

We are under a legal duty to protect personal data under the Data Protection Act 2018. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

We recognise our responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who delegate those responsibilities to the Headteacher. Complaints regarding the use of this policy should be directed to the Headteacher.

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

Contact Details

For advice and assistance please contact Catherine Giles, Data Protection Officer:

- Address: King's Oak Primary School, Dickerage Lane, KT3 3RZ
- Phone: 020 8942 5154
- Email: DPO@kop.rbksch.org

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.ico.org.uk