



**ST. BRIGID'S SCHOOL**  
**FREEDOM OF INFORMATION**  
**POLICY**



**March 2017**

## **Introduction**

St. Brigid's School is fully committed to the Freedom of Information Act 2000 (FoIA – the Act) and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines the School's response to the Act and a framework for managing requests.

## **Background**

The FoIA came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which the school holds are covered by the Act. Records will be retained by the school in accordance with the latest good practice 'Retention Schedule' guidance.

It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under FoIA can be addressed to anyone in the school; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirer's name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information.

There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to a FoI enquiry. There is a time limit of 20days, excluding school holidays, for responding to the request.

## **Scope**

The FoIA joins the Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school.

Requests for personal data are still covered by the Data Protection Act (DPA). Individuals can request to see what information the school holds about them. This is known as a Subject Access Request, and must be dealt with accordingly.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues

relating to Health and Safety. For example queries about chemicals used in the school or on school land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under FoIA, but unlike FoIA requests, they do not need to be written and can be verbal.

If any element of a request to the school includes personal or environmental information, these elements must be dealt with under DPA or EIR. Any other information is a request under FoIA, and must be dealt with accordingly.

## **Obligations and Duties**

The school recognises its duty to:

- provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the procedures laid down by the local authority.

## **Publication Scheme**

St. Brigid's School has adopted the Model Publication Scheme for Schools approved by the Information Commissioner.

## **Dealing with Requests**

We will respond to all requests in accordance with the procedures laid down by the local authority (Denbighshire County Council). We will ensure that all staff are aware of the procedures.

## **Exemptions**

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

## **Public Interest Test**

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

## **Charging**

The school reserves the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.

## **Complaints**

Any comments or complaints will be dealt with through the school's normal complaints procedure. We will aim to determine all complaints within 10 days of receipt. We will publish information on our success rate in meeting this target. The school will maintain records of all complaints and their outcome.

If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office:

FOI/EIR Complaints Resolution  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel 01625 545745 or 0303 123 1113

[www.ico.gov.uk](http://www.ico.gov.uk)

## **Other Relevant Documents**

The following are also published on the school's website ([www.st-brigid.co.uk](http://www.st-brigid.co.uk)) :

Publication Scheme  
Data Protection Policy  
Fair Processing Notice  
Complaints Policy  
CCTV Policy  
Information Security Breach Procedure  
Clean Desk / Clear Screen Policy and Procedure