

Information Request Policy

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Introduction

- 1.1.1 The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) provides a right of public access to information held by public authorities that includes Knighton CIW Primary School.
- 1.1.2 The School is committed to its obligations under the differing information request regimes. This includes but is not limited to:
 - Publishing certain information about its activities
 - Respond to requests for information
 - Provide advice and assistance to those wishing to make such requests.

2. Scope of the Policy

- 2.1 This policy applies to all recorded information held by the School and includes both paper and electronic records.
- 2.2 The Act also applies to any joint ventures entered into between the School and another party.
- 2.3 The Act also places obligations on the School to ensure that third party processors of School data are aware of their duties to support the school to fulfil their obligations.

3. Responsibilities

- 3.1 The Head Teacher has overall responsibility for the School's compliance with the information request regimes.
- 3.2 Day to day operations are the responsibility of Sarah Hamer.

4. Publication Scheme

- 4.1 The school maintains a Publication Scheme which provides information about the following activities:

- Who we are & what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- Governing Body minutes
- Policies & Procedures
- Class topics
- Teaching Staff
- Fees and charges
- Complaints
- How to ask for information
- Information Asset register (optional)
- Freedom of Information and Environmental Information Disclosure Log

5. **Requests for Information**

- 5.1 Under the terms of the Freedom of Information Act individuals may submit written requests for information to the School. These requests can be submitted (but not limited to) the following methods: Letter, Email and Social Media.
- 5.2 Requests for Environmental Information may also, in addition to the methods mentioned above, be made verbally.
- 5.3 The contact details for submitting a request are as follows:
Mary Strong, Knighton CIW Primary School, Ludlow Rd., Knighton
- 5.4. Requestors have the right to be informed within 20 working days whether the School holds the requested information and if so, **subject to paragraph 5.5 & 5.6 to receive a copy of the information.**
- 5.5 There are [23 exemptions](#) under the Freedom of Information Act 2000 that entitles the School to withhold information if it is considered appropriate to do so. If the decision is made to withhold the information, the School will provide the requestor with the following information, in written form:
- Confirmation, if appropriate, whether the requested information is held
 - Details of the appropriate exemption under the Act
 - Reasons why it considers the exemption applies
 - Details of the review procedure.
- 5.6 There are 14 exceptions under the Environmental Information Regulations 2004 that entitles the School to withhold information if it is considered appropriate to do so. If the decision is made to withhold the information, the School will provide the requestor with the following information, in written form:
- Confirmation, if appropriate, whether the requested information is held
 - Details of the appropriate exception under the Regulations
 - Reasons why it considers the exception applies
 - Details of the review procedure.

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<http://www.legislation.gov.uk/ukxi/2004/3391/regulation/14>

6. **Fees**

- 6.1 Information made available through the Publication Scheme will be provided free of charge unless otherwise stated and in line with that Publication Scheme.
 - 6.2 The School complies with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (2004). All requests that take less than 18 hours or £450 (being the “appropriate limit”) to process will be free of charge. If the estimated time for compliance is in excess of 18 hours then the School may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice should be paid before the School undertakes any retrieval of the requested information.
7. **Internal Review and Complaints**
- 7.1 Upon receipt of an expression of dissatisfaction, The School should undertake a review of their decision.
 - 7.2 Where possible the review should be undertaken by someone different to the person who provided the information previously.
 - 7.3 On occasion it is appropriate that the review will reach a different conclusion to that of the original
 - 7.4 The internal review should be carried out by the responsible individual within 20 working days
 - 7.5 Should the requestor be dissatisfied with the outcome of the internal review process then they may make a complaint to the statutory regulator. The Information Commissioners Officer oversees compliance with this legislation.

The ICO can be contacted at the following address:

Information Commissioner's Office
2nd floor
Churchill House
Churchill way
Cardiff
CF10 2HH
Tel: 029 2067 8400
Email: wales@ico.org.uk
www.ico.org.uk