Name of Policy	Freedom of Information Policy
Date last reviewed	October 2013
Date to be reviewed	October 2016
Governor Committee	Resources
Key Member of staff	Business Manager
Statutory	Yes

Duxford C of E Community Primary School

Freedom of Information Policy

1. Introduction

Duxford C of E Community Primary school will meet its obligations to respond to all requests for information and will supply requested information, subject to the application of the legal exemptions. This policy outlines our approach and the way in which we will manage requests.

2. Background

The Freedom of Information Act 2000 has been in force since January 2005. The Act provides a right to know whether a public body holds requested information and, if so, it provides a right of access to that information, unless one or more of the legal exemptions apply.

The Act is intended to create a culture of transparency and openness and to promote the accountability of organisations that are responsible for the spending of public money.

The Act covers all information held by a public body and any information that may be held on behalf of a public body by a third party, for example, partners or sub-contractors.

The school recognises this intention and has introduced this policy to support the school in meeting its legal obligations. This policy applies to all information held by Duxford school and all staff, Governors and contractors of the school.

3. Other relevant legislation

Requests made by an individual for their own personal information will be covered and dealt with as a subject access request under the Data Protection Act 1998 (DPA).

Requests for environmental information, including information relating to air, water, land, the natural or built environment and any factors or measures that affect these, will be covered and dealt with by the Environmental Information Regulations 2004 (EIR).

Where a single request contains elements of personal or environmental information, these elements must be dealt with under the DPA or EIR as appropriate.

4. Obligations and duties

In addition to the right of access, the Act places additional obligations and duties on the school. The school recognises its duty to:

i. Advise and assist requestors as necessary.
ii. Confirm whether or not the information is held by the school (duty to confirm or deny), and provide access to information where it is held in accordance with the school's procedure.

5. Publication scheme

Duxford C of E Community Primary school has adopted the Model Publication Scheme for Schools as approved by the Information Commissioner.

The publication scheme and the materials it covers will be readily available from the school office.

6. Responsibilities

The Governing Body of the school has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI compliance and the Business Manager is the point of contact for enquiries.

7. Dealing with requests

Requests can be made by anybody, from anywhere and for any information that may be held by the school. When dealing with requests, no regard will be given to the identity or motive of the requestor, unless they are requesting their own personal information. These requests will be dealt with under the Data Protection Act 1998.

Anyone can receive a request in their professional capacity as a representative of the school and the twenty working day clock begins from the day after the request is received.

Responses will be provided to requestors within twenty school days, or sixty working days if this is shorter, of receipt of their request.

The process for dealing with requests is outlined in Appendix One of this policy and may be changed from time to time if necessary to meet legislative or other prescribed changes.

8. Complaints

Any complaints about Freedom of Information requests or requests for internal reviews will be dealt with by the Headteacher. We will aim to respond to all complaints within twenty working days as recommended by the Information Commissioner.

If 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 and addressed to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9. Policy / procedure review

This policy will be reviewed every three years. Procedures will be reviewed every three years or as required in order to meet legislative or other prescribed changes.