

# Freedom of Information Policy

|                     |     |
|---------------------|-----|
| <b>Policy Code:</b> | IT2 |
|---------------------|-----|

**Policy Start Date:**

Statement of intent

1. Legal framework
2. Accepting requests for information
3. General right of access to information held by the school/Trust
4. The appropriate limit
5. Charging fees
6. Means of communication
7. Providing access and assistance
8. Consultation with third parties
- 9.

**Statement of intent**

As an educational provider, all sites with CIT have an obligation to publish a Freedom of  
I



### **3. General rights of access to information held by the school/Trust**

- 3.1 Provided that the request meets the requirements set out in [section 2](#) of this policy, the school/Trust will comply with its duty to:

Confirm or deny to any person making a request for information to the school/Trust, whether it holds information of the description specified in the request;  
Provide the documentation, if the school/Trust confirms that it holds the requested information.

- 3.2 The duties outlined in 3.1 will be completed within 20 school days, or 60 working days if this is shorter, from receipt of the request where possible.

- 3.3 Where a fee is charged, the timeframe within which the school/Trust has to respond to the request begins from the day the fee is received.

- 3.4 The school/Trust will not comply with section 3.1 of this policy where:

The school/Trust reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.

The information is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

A request for information is exempt under section 2 of the Freedom of Information Act 2000.

The cost of providing the information exceeds the appropriate limit.

The request is vexatious.

The request is a repeated request from the same person made within 60 consecutive working days of the initial one.

A fee notice was not honoured.

The requested information is not held by the school/Trust for the purposes of the Trust

- 3.5 Where information is, or is thought to be, exempt, the school/Trust will, within 20 school days, give notice to the applicant which:

States that fact;

Specifies the exemption in question.

- 3.6 If information falls within scope of a qualified exemption and the school/Trust needs additional time to consider the public interest test, the school/Trust may extend the deadline. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.

- 3.7 Where a public interest test extension is required, the school/Trust will write to the applicant to inform them of this, stating the following information:

Which exemption(s) the extension relies on and why;

A revised deadline for when the applicant will receive their response.

- 3.8 Where a deadline has to be further extended, the school/Trust will write to the applicant again, stating the information outlined in 3.7.

- 3.9 Requests for information that is not recorded by the school/Trust (e.g. requests for Trust not be considered valid requests. In these cases, the applicant will be provided with an explanation of why their request is not valid. The Trust will not be held responsible for any costs incurred by the applicant in making the request.







- 7.7 In circumstances where an applicant has difficulty submitting a written request, the school/Trust will:

Make a note of the application over the telephone and then send the note to the applicant to confirm and return the statutory time limit for a reply would begin here; Direct the individual to a different agency that may be able to assist with framing their request.

NB. This list is not exhaustive, and the school/Trust may decide to take additional assistance measures that are appropriate to the case.

- 7.8 accessible by other means, or the information is intended for future publication or research, the school/Trust, as a matter of good practice, will provide advice and assistance.
- 7.9 The school/Trust will advise the applicant how and where information can be obtained, if it is accessible by other means.
- 7.10 Where there is an intention to publish the information in the future, the school/Trust will advise the applicant of when this publication is expected.
- 7.11 If the request is not clear, the school/Trust will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.
- 7.12 If the school/Trust believes the applicant has not provided their real name, the school/Trust will inform the applicant that the request will not be responded to until further information is received from the applicant.
- 7.13 If the school/Trust is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.
- 7.14 If any additional clarification is needed for the remainder of a request, the school/Trust



9.1

Trust

- 11.1 The school/Trust will make clear what information is held by third party contractors on behalf of the school/Trust.
- 11.2 Where a contractor holds information relating to a contract held with the school/Trust on behalf of the school/Trust, this information is considered in the same way as information held by a public authority and so is subject to the Freedom of Information Act 2000.
- 11.3 When entering into a contract, the school/Trust and contractor will agree what information the school/Trust will consider to be held by the contractor on behalf of the school/Trust, this will be indicated in the contract.
- 11.4 Appropriate arrangements will be put in place for the school/Trust to gain access to Trust freedom of information request is made. These arrangements will be set out in a contract, and will cover areas including the following:

How and when the contractor should be approached for information and who the points of contact are;  
How quickly information should be provided to the school/Trust;  
How any disagreement about disclosure between the school/Trust and contractor will be resolved.





Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

Photocopying;

Postage and packaging;

The costs directly incurred as a result of viewing information.

Where a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Where you wish to charge for making available any copyrighted datasets for re-use

This Policy has been approved by the Executive Leadership Team

Name..... Date:

Chair of the Trust Board

Name..... Date:

Chief Executive Officer