



SUNNYFIELDS PRIMARY SCHOOL

Rose Crescent
Scawthorpe
Doncaster
DN5 9EW

Mr D Richardson
Head Teacher

Mr M Hobbs
Chair of Governors

SUNNY SIX



COMMUNICATE



INDEPENDENCE



RESILIENCE



CREATIVE



PROBLEM
SOLVER



TEAMWORK

Freedom of Information Policy

September 2018

Review: September 2019

Tel: 01302 780386

Fax: 01302 783765

office@sunnyfields.doncaster.sch.uk

www.sunnyfields.doncaster.sch.uk



Respect

Challenge

Enquiring minds

Confidence

1. PURPOSE

The purpose of this document is to make you aware of what you need to do if you receive a Freedom of Information Request.

2. WHAT IS A FREEDOM OF INFORMATION REQUEST

The Freedom of Information Act means we have to be more open in our dealings with the public. The right of the public to access information means that if we receive a request we must do the following:

- a) State whether or not we hold the information requested.
- b) Release the information.

People have a right to any information that is not covered by an exemption even if that information was recorded before the act became law. A list of exemptions can be found at :http://dmbcintranet/foia/4/1_1.htm.

3. ROLES AND RESPONSIBILITIES

3.1 Freedom of Information Officer

The Freedom of Information Officer is responsible for the receipt, distribution and monitoring of requests only.

This includes inputting the Freedom of Information requests onto the CRM (Customer Relationship Management) system and sending a letter of acknowledgment to the customer. Requests are allocated to the FOI lead officer in the appropriate service area, the Officer takes full ownership and responsibility of ensuring that an appropriate response is prepared and passed to the relevant director for approval within the Council's internal FOI timescales.

Advice on responding to any aspect of requests should be requested imminently after receipt of request from the FOI Officer.

The Freedom of Information Officer will give advice with regard to timescales. Letter templates are available on the intranet page for FOI.

3.2 Director

Corporate Head of Service, ADs and Directors will be responsible for the agreement of responses to requests ensuring approval, covering letters will be signed by the FOI lead officer.

3.3 Responding Officer

If the request is feasible, the information should be collated and a covering letter should be composed using the corporate response template, for advice on responding and exemptions please see point 4 below.

Once the final response is prepared and approved by the relevant director this should be sent to the requestor directly, attached to the CRM record and closed on the CRM system.

4 Response Content Advice

Advice on the actual contents of responding to requests, exemptions and appeals should be obtained from the Freedom of Information Officer this advice must be accessed if you have any concerns about the release or refusal of information.

5 TIMESCALES

The new FOI procedure sets out the internal timescales for providing responses to requests. All responses should be provided in the shortest period possible.

Lead officers should receive responses for approval by the 10th working day.

Any draft refusal notices should be passed to the FOI Officer for approval by the 10th working day – returned to you by the 12th working day.

Responses should be passed to the relevant HOS, AD or Director for approval by the 12th working day.

7 PROCESS FOR RECEIVING REQUESTS

The customer contacts us requesting information.

Advise the customer to put the request in writing either by email or letter to:

Postal Address:

Freedom of Information Officer

Customer Transformation & Information

Finance & Corporate Services

Doncaster Council

Civic Office

Waterdale

Doncaster

DN1 3BU

Telephone Number

01302 737996

E-MAIL ADDRESS

foi@doncaster.gov.uk

On receipt of the written correspondence (other than email), date stamp the document.

Scan and email the request to the Freedom of Information Officer and also post the original to the address above.

