



Freedom of Information and Environmental Information Regulations

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Introduction

Information held by or on behalf of Uplands falls within the scope of the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). These state that we must make information the school holds available to people if they ask to see it.

An exception is personal information, which is subject to the General Data Protection Regulations and must not be released in response to an FOIA or EIR request.

Typical information covered under FOIA: Organisation information, structures, locations and contacts, financial information relating to school income and expenditure, school priorities, performance indicators, audits and Ofsted, policies and procedures and services we offer.

Typical information covered under EIR: Policies, plans, programmes and activities, factors such as substances, noise, energy, utilities or waste, human Health & Safety, conditions of the site and buildings, information on the physical environment, such as the soil, landscape, water and any cost benefit analyses carried out all of which may affect or be affected by environmental conditions.

Requests for information may be made in the following format:

- Be in writing – either letter or email – if it is a FOIA request;
- Be in writing or made by telephone if it is a EIR request;
- Be legible;
- Give the name and postal or email address of the person requesting the information;
- Describe the information required.

Responses to a formal request:

- Must be made within a maximum of twenty school days (excluding school holidays) for FOIA and up to forty days for EIR requests;
- Confirm in the response whether we have the information requested and include if it is available;
- Provide the information in the format detailed in the school FOIA guide;
- Provide the information in full if none of the information is exempt and is relevant to the request;
- Remove any exempt sections of a document and provide the remainder of the document;
- Provide a summary of the information if removing exempt sections makes the document hard to understand;
- If the school is considering applying an exemption, we must respond within the relevant timescale stating which exemption is being considered and giving an estimated date for response.

Exempt information:

Absolute Exemptions include personal information about staff or students, information given in confidence to the school, court records, information the school is legally prevented from disclosing (contempt of court) e.g.

- It is reasonably accessible to the applicant by other means even if this involves payment;
- It is information supplied by, or relating to bodies dealing with security matters;

- It constitutes court records;
- It is required for the purpose of avoiding an infringement of the privileges of either House of Parliament;
- Disclosure would prejudice the effective conduct of public affairs;
- It is personal data the disclosure of which would contravene the Data Protection Act;
- It was provided in confidence;
- Its disclosure is prohibited by any enactment, is incompatible with a Community obligation, or would constitute contempt of court.

Qualified exemptions and exceptions: If the school is considering applying an exemption or exception, we must decide whether the public interest in withholding the information outweighs the public interest in releasing it.

Examples of FOIA qualified exemptions include information intended for future publication, investigations or proceedings conducted by public authorities, information held for criminal proceedings or criminal offences and information that pose a risk to the health and safety of an individual or group.

Examples of EIR qualified exemptions include requests that are clearly unreasonable, requests that relate to unfinished documents or incomplete data, information that could breach confidentiality of public authority proceedings which are covered by law and confidential commercial information protected by law.

Personal Information

If a person requests information about a third party, this information must not be provided.

If a person requests information that contains personal details about anyone, this should be removed before responding to the request. If removing someone's details still does not protect their identity then the request can be turned down.

If a parent or legal guardian applies for the release of their child's information, or a student, staff member, governor or other person applies for release of their own personal information, this should be treated under the General Data Protection Regulations

Sources of further information:

www.ico.gov.uk

Appendix 1 Freedom of Information. Guide to information available from Uplands Community College under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy or website	
Who's who in the school	Hard copy or website	
Who's who on the governing body and the basis of their appointment	Hard copy or website	
Instrument of Government	Hard copy for inspection	
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy	
School prospectus	Hard copy or website	
Staffing structure – list of staff	Hard copy or website	
School session times and term dates	Hard copy or website	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(Hard copy for inspection)	
Annual budget plan and financial statements	Hard copy for inspection	
Capitalised funding	Hard copy for inspection	
Additional funding	Hard copy for inspection	
Procurement and projects	Hard copy for inspection	
Pay policy	Hard copy for inspection	

Staffing and grading structure	Hard copy for inspection	
Governors' allowances	Hard copy for inspection	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum	(Hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy or website	
Performance Management policy and procedures adopted by the governing body.	Hard copy for inspection	
Schools future plans	Hard copy for inspection	
Every Child Matters – policies and procedures	Hard copy for inspection	
Class 4 – How we make any specific decisions (Decision making processes and records of decisions)		
Current and previous three years as a minimum	(Hard copy for inspection)	
Admissions policy/decisions (not individual admission decisions)	Hard copy or website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy for inspection	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meetings.	Hard copy for inspection	
Class 5 – Our policies and procedures	Hard copy or website	

<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • General Data Protection Regulations • Privacy Notices • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Hard copy or website Hard copy or website Hard copy or website Hard copy for inspection Hard copy for inspection Hard copy for inspection Hard copy or website Hard copy for inspection Hard copy for inspection</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Hard copy or website Hard copy or website Hard copy for inspection Hard copy or website Hard copy or website Hard copy for inspection Hard copy for inspection Hard copy for inspection Hard copy for inspection</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies 	<p>Hard copies for inspection</p>	

<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard copy or website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(Hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy for inspection	
Disclosure logs	Hard copy for inspection	
Asset register	Hard copy for inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy for inspection	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	(Hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Hard copy or website	
Out of school clubs	Hard copy or website	
School publications	Hard copy or website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy for inspection	
Leaflets books and newsletters	Hard copy or website	
Additional Information		