



Queen Elizabeth High School Policy

Freedom of Information

Effective Date:	September 1 st 2017
Version Number:	1.1
Review Date:	August 31 st 2018
Author:	M Farmer
Policy and Document Links:	
Data Protection Policy	
Policy Type:	Statutory
Publication:	Website
Amendments:	See Policy Amendment Record (1) 07.09.17

Rationale

Queen Elizabeth High School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by college, subject to exemptions and conditions laid down by law.

Procedures

This policy applies to all information held by Queen Elizabeth High School regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information that we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. The Governing Body is responsible for maintenance of this scheme.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- College Prospectus - information published in the college prospectus
- Governors' Documents - information published in the College Profile and in other governing body documents
- Students & Curriculum - information about policies that relate to students and the college curriculum
- College Policies and other information related to the college - information about policies that relate to the college in general

Dealing with Requests

Queen Elizabeth High School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, college is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. Queen Elizabeth High School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Queen Elizabeth High School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. Queen Elizabeth High School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). Queen Elizabeth High School will make this judgement based against an hourly tariff of expenses set at £25 per hour, therefore, requests that are likely to exceed 18 hours of time in compiling may be considered against a public interest test.

Queen Elizabeth High School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Responsibilities

Queen Elizabeth High School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Headteacher. Complaints regarding the use of this policy should be directed to the Governing Body under the Compliments and Complaints Policy.

All college staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the college office on telephone number 01885 482230 or email the college office at the following address admin@qehc.org.uk

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner at the following address.

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

This policy will be reviewed annually to take account of legal and/or other developments or sooner if it contravenes in any way legal compliance.

Policy Amendment Record

Number:	Date:	Amended by:	Details and Location:
1	07.09.17	M Farmer	Style change to incorporate change to school name. References to old name changed to reflect new name.