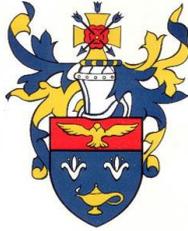


# Brentwood Ursuline Convent High School Policy



## Freedom of Information

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School

Date: 17<sup>th</sup> March 2021

Signature: .....

Effective date: 17<sup>th</sup> March 2021

Review date: March 2024

The person responsible for maintenance of this scheme is the Headteacher

1. The Freedom of Information Act 2000 provides public access to information held by public authorities, under this act we are obliged to publish information about our activities and members of the public are entitled to request information. So far as appropriate, this Policy also covers the rights of access under the Environmental Information Regulations. The scope of this Policy applies to all recorded information held by the School that relates to the business of the School respecting the rights relating to personal data, and information from third parties that is subject to Data Protection Legislation.

2. We aim to be open transparent and to assist reasonable requests. We will publish certain information proactively on our website; this list is neither exclusive nor exhaustive but will contain information on our policies and procedures, curriculum information, our organisational structure and finance. Other information will be available on request; full details are available in our publication scheme, please see Appendix A.

3. In certain circumstances we may be unable to provide the information requested for the following reasons:

- It would cost too much or take too much staff time to deal with the request (currently set at £450 or 18 staff working hours)
- The request is unreasonable
- The request repeats a previous request - We do not hold the information
- We are withholding the information under an exemption such as disclosure being against the public interest.

4. If you do not accept our reasons for declining to disclose the information requested, you should follow the procedures set out in our Complaints Policy. The Headteacher will consider issues as the Senior Information Risk Officer of the School. If you are not happy with the decision you may wish to contact the Information Commissioner at:

The Information Commissioners Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone 0303 1231113 – Helpline is open from 9am to 5pm, Monday to Friday

Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

5. We will comply with the legal time limit of 20 working days for processing a request but consider this excludes school holidays. We also consider any fee should be paid before we process a request.

6. The Governing Board has delegated its overall responsibilities for information management issues to the Headteacher with the **DPO** being responsible on a day to day basis

7. This policy will be well publicised. It will be reviewed at least every three years.

## Appendix A

Publication Scheme The School will make public a range of information as part of its normal business activities, for full information on what we should publish please see:

<https://ico.org.uk/media/fororganisations/documents/1153/model-publication-scheme.pdf>.

<b>Information to be published</b>	<b>Type of Information</b>	<b>How and where available</b>
Who we are and what we do	Organisational information, location and contacts, constitutional and legal governance	The majority of information is held on the schools website, for more specific information please contact the DPO
What we spend and how we spend it	Financial information	Available on the schools website
What our priorities are and how we make decisions.	Strategy and performance information, plans assessments, inspections and reviews	The majority of information is held on the schools website, for more specific information please contact the Business Manager
How we make decisions	Policies and decisions, internal criteria and procedures, consultations	The majority of information is held on the schools website, for more specific information please contact the DPO
Our policies and procedures	Current written protocols for delivering our functions and responsibilities	Our schools policies are available on the schools website
Lists and registers	Information held in registers required by law or relating to the functions of the authority	The majority of information is held on the schools website, for more specific information please contact the DPO
The services we offer	Advice and guidance, description of the services we offer	The majority of information is held on the schools website, for more specific information please contact the DPO

Information available on the website or from the school's reception is free of charge. Other information which may need to be printed and sent is available at cost or in line with the statutory fee recommendation.

<b>Type of charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement	Photocopying/ printing -15p per sheet (black & white) - 25p per sheet (colour)	Actual cost incurred by the school
	Postage	Royal Mail 2nd class
Statutory Fee		In accordance with the relevant legislation
Other	Information requested in an alternative format	These will be assessed individually and will have regard to current legislation