



## NEWLAND SCHOOL FOR GIRLS

**Pride**   **Aspire**   **Excellence**

# FREEDOM OF INFORMATION POLICY

Draft	February 2015
Approved by Governors	March 2015
Review	Annually

# **NEWLAND SCHOOL FOR GIRLS**

## **Freedom of Information Policy**

### **Introduction**

Newland School for Girls is a public authority that must comply with the Freedom of Information Act (FOI). This policy outlines our approach to dealing with FOI requests. Requests relating to air, water, land, the natural world or the built environment are subject to the Environmental Information Regulations (EIR) and will also be dealt with under this policy.

The information the school already makes available to the public is included in our Publication Scheme which can be found on our school website.

### **Requests**

Any person has a legal right to ask for access to information held by the school and requests do not need to make specific reference to FOI or EIR in order to be valid.

FOI requests must be made in writing and this can include email, requests for environmental information may also be made verbally.

The school will respond to all requests within 20 school days, where school holidays mean this period would exceed 60 working days the school will instead respond within 60 working days.

The requestor is entitled to be informed whether the school holds the information and to be provided with a copy unless there is a relevant legal exemption within the Act. Where the school finds it is necessary to withhold information in accordance with an exemption this will be explained in writing and details of how to appeal against the decision will be provided.

The school may refuse to supply information where the cost of doing so exceeds the statutory limit. In such cases the refusal notice will clearly explain how completing the request would exceed the limit. Where possible the school will try to work with the applicant to refine the scope of their request with a view to providing some level of useful information.

Where a person wishes to access information about themselves or their children the details will normally be exempt from disclosure under FOI. Information of this type can instead be accessed through the Data Protection Act and/or the Pupil Information Regulations please see our Data Protection Policy for details.

### **Responsibilities**

The Governing body has delegated responsibility for responding to FOI requests to the Head Teacher. Please contact Vicky Callahan, Headteacher with FOI requests.

### **Appeals Process**

Appeals or complaints about the administration of an FOI or EIR request will be dealt with through the school's complaints procedure; we will aim to respond within 20 working days.

Where the requestor remains dissatisfied with the outcome of their appeal the school will inform the complainant of their right to appeal to the Information Commissioner's Office (ICO), see below. The ICO will not normally consider complaints if the requestor has not first attempted to use the school's appeals process.

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow

Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

(If writing or emailing ICO requests that a contact telephone number is included)

Information on FOI and EIR is available on the ICO's website [ico.org.uk](http://ico.org.uk)

**Review**

This policy and the associated Publication Scheme will be agreed by the Board of Governors and reviewed every 3 years.