

Freedom of Information Policy

Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	September 2016
Review Date:	September 2020
Accountability:	Governing Body
Responsibility:	Governing Body

Freedom of Information Policy

1. Rationale

Shooters Hill Sixth Form College is fully committed to the principles and practice of the Freedom of Information Act 2000 which came into force in 2005. Its intention is to provide access rights to the publications, documents and information held by the school, promoting transparency and openness. Our commitment to the education of young people, in the service of the local community means that both of these principles are at the heart of school's ethos, values and vision.

2. Aims and Objectives

At Shooters Hill Sixth Form College we are committed to providing an education that promotes excellence and justice for all our young people. We have high aspirations for academic scholarship, set alongside high expectations for behaviour and personal development, which embody our commitment to seeing all our students flourish and succeed.

The aim of this Freedom of Information (FOI) Policy is to facilitate public access to information and documents held by the school, and to establish clear procedures and expectations around which such information requests can be made.

The goal of this policy is also to ensure that all staff know and understand their legal responsibilities under the FOI Act 2000 with regard to the release of data and information to third parties.

3. Publication Scheme

Appendix 1 sets out the Publication Scheme of documents which we publish and make available following the model scheme set out by the Information Commissioner's Office (ICO). This scheme sets 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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

4. Personal Data

The school's Data Protection Policy sets out in clear detail the expectations and procedures for handling and protection data about individual students and staff.

Under the Data Protection Act 1998, and associated legislation, access to their own personal information is a statutory right for pupils (if they are of an age to understand the information they request) and parents (as defined in the Education Act 1996 – see footnote) may also request access to their child's personal data.

School staff have a right of access to personal data on themselves. Anyone has the right to question and correct inaccurate information, but in general this must be matters of fact, not opinions.

Personal data must be kept securely and protected by passwords if it is electronic, and access to it must only be by those authorised to see it – confidentiality must be respected. The law also provides that personal data should not be kept longer than is required. Third party data (information about someone other than the requesting individual) is in general only provided with their permission.

Complaints about the handling of personal data within the school should be made to the member of staff named below. The named person with overall responsibility for personal data within this school is:

Jan Atkinson, Principal, Shooters Hill Sixth Form College

The school's Senior Information Risk Officer (SIRO) is Barbara McBrien, School Business Manager. This person will keep up to date with current legislation and guidance and will:

- determine and take responsibility for the school's information risk policy and risk assessment
- appoint the Information Asset Owners (IAOs) (see the Data Protection Policy).

5. Requests for Information

Requests for information should be made in writing to the school, and we would advise using the following email address: info@plumsteadmanor.com . Requests will normally follow two forms:

- Subject Access Request: this is a request for personal information held by the school about any individual. The school is obliged to respond to such a request once it is formally submitted within 40 calendar days.
- Requests for information on our scheme of publication (Appendix 1): this is a request for other information or documentation held by the school and the school will respond within 20 working days of formal receipt of the request. Any such request will have to comply with copyright and therefore there may be instances where a full publication cannot be shared.

Such requests for information should be submitted to Douglas Greig, Head Teacher, or Barbara McBrien, School Business Manager. If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are set out below.

Email: info@plumsteadmanor.com

Contact Address: Shooters Hill Sixth Form College, Old Mill Road,
London, SE18 1QF

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please) and mark for the attention of Douglas Greig, Head Teacher or Barbara McBrien School Business Manager.

If the information you’re looking for isn’t available via the scheme **[and isn’t on our website]**, you can still contact the school to ask if we have it.

6. Exemptions

The school is committed to operating in a transparent and open manner, and every attempt will be made to publish all the documentation in the scheme of public (Appendix 1) within the timeframes set out above in Section 5. However, certain information is subject to either absolute or qualified exemptions. When a qualified exemption is applied to any request, we will invoke the public interest test procedures to determine whether the public interest in applying the exemption outweighs the public interest benefit of making the disclosure. Information about exemptions and the public interest are contained within Appendix 2.

A log will be kept of all such FOI request by the School Business Manager, Barbara McBrien.

7. Charging

The school will make an administrative charge of £10 in the case of Subject Access Requests. A small charge may apply where photocopying of copies is requested. The school will not make a charge for electronic copies. The cost would be advised to the applicant prior to copying/postage.

8. Feedback and Complaints

We would welcome any comments or suggestions that you may have about this policy and associated procedures. If you wish to comment or to make a complaint this should be addressed to the Head Teacher by letter or by email info@plumsteadmanor.com in line with the school’s complaints procedure.

9. Monitoring and Evaluation

This policy will be monitoring by the Governors through the Resources Committee of the Governing Body who meet every half term.

