



Freedom of Information Policy

For the following academies:

St Philip Howard Catholic School

St Mary's Catholic Primary School

Annecy Catholic Primary School

St Joseph's Catholic Primary School

This Freedom of Information Policy has been approved and adopted by the Bosco Catholic Education Trust.

Approved:	For review:
Nov 2019	Nov 2022



Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

Introduction

The School is a “public authority”.

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency.

Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

Aim

This Policy will ensure:

The School complies with its duties under the FOIA and EIR and handles requests under the correct regime.

The School has a system in place which will result in proactive publication of what information is available.

Any person knows they can make a request and who to contact.

All appropriate staff will be able to recognise and respond appropriately to a valid request for information.

That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

Scope

This Policy applies to:

All recorded information held by the School or by a third party on the Schools behalf.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

Roles and Responsibilities

The Directors of Bosco CET have overall responsibility for ensuring compliance with the Freedom of Information Act. The Local Governing Committee is responsible for the implementation of this policy. The Headteacher has day to day responsibility for FOI /EIR compliance and the Business Manager or Bursar of the school is the point of contact for enquiries.

All staff will be trained on recognising a request for information

A designated member of staff is responsible for handling request for information.

Requests should be made to the Data Protection Officer, Mrs Samantha McManus, 01243 588221, smcmanus@sphcs.co.uk.

Publication Scheme

The School has adopted the Model Publication Scheme for Schools as approved by the Information Commissioner.

Requests handling

The School will ensure that:

Advice and assistance is provided to the requestor if required.

Responses will be provided promptly and within the statutory time limit of 20 School days. A 'School' day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.

Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.

Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.

Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.



Any requests for internal reviews will be dealt with in accordance with the Schools Complaint Policy and will be responded to within twenty School days as recommended by the Information Commissioner.

If the School's original decision is upheld, then the School has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF