



Freedom of Information September 2021

office use

Published September 2021	Next review September 2022	Statutory/non: Statutory	Lead: Alison Elway, Data Protection Officer
Associated documents:			
<ul style="list-style-type: none"> UK General Data Protection Regulation policy (GDPR) Privacy Notices Data Collection sheet (sent annually to parents to confirm the information we hold) Subject Access requests and Data Sharing Request form to request information 		<ul style="list-style-type: none"> Records Retention Guidance ICT Acceptable Use policy – staff and students E-Safety policy Whistleblowing policy 	
Links to:			
<ul style="list-style-type: none"> Freedom of Information Act 2000 and guidance from the Information Commissioners Office https://ico.org.uk/for-organisations/guide-to-freedom-of-information/ UK General Data Protection Regulation Information Commissioners Office 			

Contents

1	Policy statement	3
2	Scope and purpose.....	4
3	Roles and responsibilities	4
4	Procedures	4
5	What a publication scheme is and why it has been developed.....	5
6	The method by which information published under this scheme will be made available (refer to Appendix A)	5
7	Charges which may be made for information published under this scheme (refer to Appendix B) 6	
8	Written requests.....	6
9	Review of the policy	6
10	Complaints	6
	Appendix A: Information to be published.....	8
	Appendix B: Schedule of charges	11

1 Policy statement

1.1 The Freedom of Information Act 2000 provides public access to information held by public authorities. This publication scheme commits Diverse Academies to make information available to the public as part of the organisation's activities.

1.2 It does this in two ways:

- public authorities are obliged to publish certain information about their activities
- members of the public are entitled to request information from public authorities. Any requests must be made in writing.

1.3 Diverse Academies is committed to being open and transparent. We aim to publish as much information as possible on our trust and academy websites but if there is any other information that you require please email gdpr@diverseacademies.org.uk or write to:

Data Protection Officer
Diverse Education Centre
Old Hall Drive
Retford
Notts DN22 7EA

1.4 Please include your name, address and telephone number and your preferred method of response with your request. In order for us to consider your request it would be helpful if you could state why you are requesting the information.

1.5 All FOIA requests are managed initially via Head Office and therefore if your request relates to a specific academy please send your request to the Data Protection Officer as above. Our academies will forward FOIA requests they receive to Head Office.

1.6 Your request will be acknowledged upon receipt and you will be advised when you may expect the information from us. Please see our charging policy below for information requested. We will write to you if a charge is likely to be payable to ascertain if you would like to continue with your request. All requests will be responded to within the 20 day (school day) or 60 working days (whichever is sooner) statutory time limit.

1.7 There may be times when requested information cannot be supplied. We will write to you if this applies to your request. You have the right to appeal the decision in writing in the first instance and your request will be reconsidered under our Complaints Policy process. Once your request has been through the above process you may also contact the Information Commissioner's Office if you think our decision is unreasonable www.ico.org.uk or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

2 Scope and purpose

2.1 We recognise our duty to:

- a. provide advice and assistance to anyone requesting information. We will help enquirers to put more complex requests into writing so that they can be handled
- b. inform enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the procedures laid down
- c. ensure that all classified personal data, including electronic and paper copies, are held securely and transferred securely and only to authorised individuals or agencies.

2.2 We accept that failure to comply may result in an investigation and/or fines from the Information Commissioner (ICO).

3 Roles and responsibilities

Diverse Academies has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

4 Procedures

4.1 Freedom of Information Act – deals with non-personal data held by the academy or trust.

- a. Any person has a legal right to ask for access to information held. They are entitled to be told whether the academy/trust holds the information, and to receive a copy, subject to certain exemptions.
- b. The information which the trust/academy routinely makes available to the public is included in the Freedom of Information Publication Scheme. Requests for other information should be dealt with in accordance with the guidance below. While the act assumes openness, it recognises that certain information is classified. There are exemptions to protect this information.

5 What a publication scheme is and why it has been developed

5.1 This publication scheme commits Diverse Academies to make information available to the public as part of its normal business activities. The information covered is included below where this information is held by our academies.

5.2 The scheme commits Diverse Academies:

- a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the trust and falls within the classifications below.
- b. To specify the information held by the trust and falls within the classifications below.
- c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- e. To review and update on a regular basis the information the trust makes available under this scheme.
- f. To produce a schedule of any fees charged for access to information which is made proactively available.
- g. To make this publication scheme available to the public.

6 The method by which information published under this scheme will be made available (refer to Appendix A)

6.1 Diverse Academies will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

6.2 Where it is within the capability of the trust and individual academies, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, we will indicate how information can be obtained by other means and provide it by those means.

6.3 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

6.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where there is a legal requirement to translate any information, we will do so.

6.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

7 Charges which may be made for information published under this scheme (refer to Appendix B)

7.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by us for routinely published material will be justified and transparent and kept to a minimum.

7.2 Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

7.3 Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

7.4 Charges may also be made for information provided under this scheme where they are legally authorised and justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

7.5 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

8 Written requests

All requests must be received in writing. Information held by us as a public authority that is not published under this scheme can also be requested, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

9 Review of the policy

This policy is reviewed annually by the trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

10 Complaints

If you believe that the trust has not complied with your Freedom of Information Act request, any complaints will be dealt with in the first instance according to the Diverse Academies Concerns and Complaints policy.

<https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Concerns-and-complaints.pdf>

If you have a complaint you must specify in writing what it is you are unhappy about. If the complaint is unresolved by following this policy, any complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at:

Wycliffe House Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.gov.uk

or report a concern online at <https://ico.org.uk/concerns>

Call 0303 123 1113

Appendix A: Information to be published

Information to be published	How the information can be obtained
Who we are and what we do (organisational information, structures, locations and contacts – current information only)	
Who's who in the academy Who's who on the Diverse Academies Executive Team	Academy website or https://www.diverseacademies.org.uk/about-us/our-people/
Who's who on the academy committee and the basis of their appointment Who's who on the trust board and the basis of their appointment	Individual academy website / Hard copy on request trust website https://www.diverseacademies.org.uk/about-us/our-people Hard copy on request
Articles of Association	https://www.diverseacademies.org.uk/about-us/key-information/
Contact details for the Executive Principal/Principal and for the academy committee Contact details for the trust	Individual academy website / Hard copy on request Trust website https://www.diverseacademies.org.uk/contact-us/ Hard copy on request
Academy prospectus (if any)	Academy website / Hard copy on request
Trust Annual Report within audited accounts	Trust website https://www.diverseacademies.org.uk/about-us/key-information/ Hard copy on request
Staffing structure trust Staffing structure academy	Hard copy on request Hard copy on request
Academy session times and term dates	Individual academy website Hard copy on request
Address of trust and contact details Address of academy and contact details	Trust website https://www.diverseacademies.org.uk/contact-us/ On individual academy websites Hard copy on request

What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)	
Academy profile <ul style="list-style-type: none"> • Performance data • The latest Ofsted <ul style="list-style-type: none"> ○ Summary ○ Full report • Post-inspection action plan 	Academy website Academy website or http://reports.ofsted.gov.uk / Hard copy on request Or an overview can be found at: https://www.diverseacademies.org.uk/about-us/our-performance/
(Staff) Performance appraisal and capability procedures adopted by the trust board	Hard copy on request https://www.diverseacademies.org.uk/about-us/policies/
The academy's future plans; for example, proposals for any imminent or known consultation on the future of the academy, such as a change in status	Academy website or hard copy (if any) on request
Safeguarding and Child Protection including Prevent Duty	Academy/trust website https://www.diverseacademies.org.uk/about-us/policies/ hard copy on request

How we make decisions (decision making processes and records of decisions – current and previous three years as a minimum)	
Admissions policy/decisions criteria (not individual admission decisions) – where applicable	Academy website / prospectus / hard copy on request
Minutes of meetings of the trust/academy committee (NB this will exclude information that is properly regarded as private to the meetings)	When approved at the subsequent meeting minutes are on the academy or trust website https://www.diverseacademies.org.uk/about-us/key-information hard copy on request

Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data Protection/Privacy Statements (including information sharing policies) 	Hard copy on request Hard copy of request Trust website https://www.diverseacademies.org.uk/about-us/policies/
Charging regimes and policies (Charging and Remissions policy)	Trust website https://www.diverseacademies.org.uk/about-us/policies/ hard copy on request

Lists and registers – currently maintained lists and registers only	
Curriculum circulars and statutory instruments	N/A
Disclosure logs	N/A
Asset register	Hard copy on request
Any information the academy is currently legally required to hold in publicly available registers (this does not include the attendance register)	Specific information, if available on request by hard copy

The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)	
Extra-curricular activities	Academy website / hard copy on request
Out of academy hours clubs	Academy website / hard copy on request
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy on request Charging and Remissions policy https://www.diverseacademies.org.uk/about-us/policies/
Academy publications, leaflets, books and newsletters	Academy website / hard copy on request

Appendix B: Schedule of charges

Charges

These are the charges made by Diverse Academies for copies of documents and other information under the Freedom of Information Act:

- **Website** – access to the website is free of charge unless otherwise specified
- **Email and attachments** – free of charge unless otherwise specified
- **Website printouts** – printouts from the trust, school website or external websites are not provided
- **Copies by post of all information:**

Photocopies

A4 pages at 15p per page (single sided) black and white, 20p per page colour (single sided) A3 pages at 25p per page (single sided) black and white, 30p per page colour (single sided) A2 pages at £1.25 per page (single sided) black and white, £1.50 per page colour (single sided) Accumulated charges under £5 will be free

- Photocopies: information accessed in the Head Office or academy office can be viewed free of charge, photocopies can be made according to the scale charges above.
- Postage for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- Administration fees: charges can, in accordance with the relevant legislation, legally be made for administration where a request will take a significant amount of staff time. Such charges are calculated at £25 per hour with a maximum limit of £450. We are within our statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the requester on how they could refine their request to make it less onerous. Alternatively we may comply with the request for an extra charge which will be advised to you prior to starting the work. The fee will be payable in full before supplying the information.

These charges will be reviewed when the policy is reviewed. The policy will be reviewed annually.