



# Freedom of Information policy

## September 2018

*Office use*

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<b>Associated documents:</b>			
<ul style="list-style-type: none"> <li>• General Data Protection Regulation policy</li> <li>• Privacy notice for staff and students</li> <li>• Data Collection sheet (sent annually to parents to confirm the information we hold)</li> <li>• Subject Access requests and Data Sharing Request form to request information</li> </ul>		<ul style="list-style-type: none"> <li>• Records Retention Guidance</li> <li>• ICT Acceptable Use policy – staff and students</li> <li>• E-Safety policy</li> <li>• Whistleblowing policy</li> </ul>	
<b>Links to:</b>			
<ul style="list-style-type: none"> <li>• Freedom of Information Act 2000 and guidance from the Information Commissioners Office <a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information/">https://ico.org.uk/for-organisations/guide-to-freedom-of-information/</a></li> <li>• General Data Protection Regulation Information Commissioners Office</li> </ul>			

## Contents

Freedom of Information policy September 2018.....	1
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 .....	5
7 Charges which may be made for information published under this scheme .....	6
8 Written requests.....	6
9 Review of the policy .....	6
Appendix A: Information to be published.....	7
Appendix B: Schedule of charges .....	10
Appendix C: Review of information received .....	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 organisations 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

1.3 Diverse Academies is committed to being open and transparent. Our publication scheme can be found at <http://www.dalp.org.uk/documents/Policies/Freedom%20of%20Information.pdf> or via the link on individual academies websites. We aim to publish as much information as possible on our websites but if there is any other information that you require please email [office@dalp.org.uk](mailto:office@dalp.org.uk) or write to:

The Company Secretary  
Diverse Academies  
Kelham Hall  
Kelham  
Newark  
NG23 5QX

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 DALP and therefore if your request relates to a specific academy please send your request to the Company Secretary 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) 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 considered by the Executive Education Lead (EEL) for the academy. If you are still not happy with the response given you can request that the decision is reconsidered by a panel of the Trusts' Trustees/or Governors at the academy you have requested information from. Please see Appendix C below. Once your concern has been through the above process you have

the right to contact the Information Commissioner's Office if you think our decision is unreasonable [www.ico.org.uk](http://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.

- a. Any person has a legal right to ask for access to information held by the academy. They are entitled to be told whether the academy holds the information, and to receive a copy, subject to certain exemptions.
- b. The information which the 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 the academies.

5.2 The scheme commits us:

- a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by our academies and falls within the classifications below.
- b. To specify the information held by academies 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 we 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**

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 Trusts' 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**

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 an academy 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 See Appendix B - 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 on the Information Commissioners website [www.ico.org.uk](http://www.ico.org.uk) .

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**

Information held by a public authority that is not published under this scheme can be requested in writing, 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.

## Appendix A: Information to be published

Information to be published	How the information can be obtained
<b>Who we are and what we do (organisational information, structures, locations and contacts – current information only)</b>	
Who's who in the academy Who's who on the DALP Executive Team	Academy website <a href="http://www.dalp.org.uk">www.dalp.org.uk</a>
Who's who on the academy board 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 DALP website <a href="http://www.dalp.org.uk">www.dalp.org.uk</a> / Hard copy on request
Articles of Association	<a href="http://www.dalp.org.uk">www.dalp.org.uk</a>
Contact details for the Principal and for the academy board Contact details for the Trust	Individual academy website / Hard copy on request DALP website <a href="http://www.dalp.org.uk">www.dalp.org.uk</a> / Hard copy on request
Academy prospectus (if any)	Academy website / Hard copy on request
Trust Annual Report within Audited Accounts	DALP website <a href="http://www.dalp.org.uk">www.dalp.org.uk</a> / 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	DALP website <a href="http://www.dalp.org.uk">www.dalp.org.uk</a> On individual academy websites Hard copy on request

<b>What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)</b>	
Academy profile <ul style="list-style-type: none"> <li>• Performance data</li> <li>• The latest Ofsted <ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Academy website Academy website or <a href="http://reports.ofsted.gov.uk">http://reports.ofsted.gov.uk</a> / Hard copy on request
(Staff) Performance appraisal and capability procedures adopted by the academy board	Hard copy on request
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, Prevent Duty	Academy/DALP website <a href="http://www.dalp.org.uk">www.dalp.org.uk</a> / hard copy on request

<b>How we make decisions (decision making processes and records of decisions – current and previous three years as a minimum)</b>	
Admissions policy/decisions criteria (not individual admission decisions) – where applicable	Academy website / Prospectus / hard copy on request
Minutes of meetings of the Trust/academy board (NB this will exclude information that is properly regarded as private to the meetings)	When approved minutes are on the academy / DALP website / hard copy on request



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

<b>Lists and registers – currently maintained lists and registers only</b>	
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

<b>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)</b>	
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
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 and Data Protection Regulations 2004:

- **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 school website or external websites are not provided
- **Copies by post of all information:**

#### *Photocopies*

A4 pages at 10p per page (single sided) black and white, 15p per page colour (single sided) A3 pages at 20p per page (single sided) black and white, 25p per page colour (single sided) A2 pages at £1 per page (single sided) black and white, £1.25 per page colour (single sided) Accumulated charges under £5 will be free

- Photocopies: information accessed in the school 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. Alternately 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.

## Appendix C: Review of information received

