FREEDOM OF INFORMATION POLICY

Lead	COO
Reviewed by Staff	April 2018
Reviewed by Students	N/A
Approved by TCT	May 2018
Next Review	May 2019

FREEDOM OF INFORMATION POLICY

1. **Introduction**
   The Collegiate Trust (hereafter referred to as the *Trust*) 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:
   - It is mandatory to publish certain information (publication scheme); and
   - 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* (SARs) are dealt with in accordance with the *Data Protection Policy*.

2. **Aim**
   This Policy will ensure:
   - Members of the Trust comply with their duties under the FOIA and EIR and handle requests under the correct regime.
   - Members of the Trust have 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 members of the Trust that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

3. **Scope**
   This Policy applies to all recorded information held by the members of the Trust or by a third party on their behalf. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

4. **Roles and Responsibilities**
   4.1 The Directors of *The Collegiate Trust*, via the Local Governing Bodies of academies, have overall responsibility for ensuring compliance with the *Freedom of Information Act*. The Principal has day to day responsibility for FOI /EIR compliance and will nominate a point of contact which will be published on the academy's website for enquiries.
   4.2 All staff will be trained on recognising a request for information.
   4.3 A designated member of staff is responsible for handling request for information.

5. **Publication Scheme**
   The Trust has adopted the *Model Publication Scheme for Academys* as approved by the *Information Commissioner*.

6. **Requests handling**
   The Trust 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 xxx
   - 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 Academy from third parties may be the subject of a request for information. In considering whether exemptions apply, the Academy 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 Academy.

- Any requests for internal reviews will be dealt with in accordance with the relevant Academy's Complaints Policy and will be responded to within twenty academy days as recommended by the Information Commissioner. If the Academy's original decision is upheld, then the Academy 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