LENT RISE SCHOOL

FREEDOM OF INFORMATION POLICY

Responsibility: **Governing Body**
                        Headteacher

Approved by:

Mrs Maggie Young
Chair of Governors

Mrs Jill Watson, Headteacher

Reviewed by Governors
October 2016

Freedom of Information Act

Requests for information fall under two distinct headings:

Data protection request. This is a request for information about someone's own, or their child's own, personal information. For such a request the school is entitled to charge a maximum £10 fee.

Freedom of Information request. This is a request for some type of statistical information about the school, or perhaps a request to see the minutes of Governors meetings.

- No fee may be charged, but we can charge disbursements eg photocopying. A charge of 5p per sheet would cover the paper and usage cost.
- For each request there is a guideline maximum of 18 hours that should be spent in **obtaining** the information.
- Some information within minutes cannot be released, eg personal information relating to staff or children, therefore considerable time may be spent in determining what may or may not be given - however this element of time does not fall within the 18 hours.
- If a request is made for information, we need to establish as precisely as possible the exact nature of the request and which time period it relates to. The applicant needs to be warned in advance if it is likely to take a significant length of time to compile the information.
- Once information is made available to one applicant it is then deemed to be in the public domain and therefore available to all.

Bucks County Council have staff specialising in this area to whom we can refer for guidance:

Neil Doling – Corporate Freedom of Information Officer – 01296 383960

Kim Fountain – Data Protection Officer, Children's Services – 01296 382659

Doctor Tom Mansfield– Corporate Data Protection Officer -01296 383832

Out of School Activities

This policy applies to school run out of school clubs.