

Great Baddow High School



FREEDOM OF INFORMATION POLICY

RATIFIED by :	GOVERNING BODY
REVIEWED by :	PAUL DRAPER
REVIEW DATE :	SPRING TERM 2018
NEXT REVIEW :	SPRING TERM 2020

Provision of Information

Great Baddow High School is committed to openness and transparency in the provision of information to all persons or organisations that request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation (GDPR) 2016:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge except in exceptional circumstances.
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act and Data Protection Act.
3. Requests must be in writing (letter or email) to ensure that the school has a clear statement of what is requested.
4. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we may wish to apply under the legislation.

Example: A request for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.

5. If you do not accept our reasons for declining to disclose the information requested, you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners' Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

6. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/postage of longer documents. If you ask for information in an expensive alternative format, we may charge for this.
7. If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information once payment has been received (cash or cheque).
8. The time allowed for us to provide the information (see 2 above) - does not include the period between the issuing of the fees notice and receipt of the payment.
9. We may be unable to provide the information you request for any of the following reasons:
 1. We do not hold the information
 2. We are applying an exemption to the disclosure
 3. It would cost the school more than £450 to provide the information (this is set by Parliament)

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

Charges

The Freedom of Information Act allows for the school to estimate the costs it would incur to comply with a request. If this estimate **exceeds the limit of £450** we will advise if changes might be made to reduce the costs of the request. Alternatively, the request may be turned down, responded to and a fee charged or responded to and the fee waived.

The following activities may be taken into account when estimating the cost of a request:

- determining whether the information is held
- locating the information, or document containing it
- retrieving the information, or document containing it; and
- extracting the information from a document containing it (*redaction is not an allowable activity (see point 4)*)

Time spent would be charged at £25 per person per hour (set out in the Freedom of Information Act)

In the vast majority of cases the costs will be **under £450** and we will then charge only for photocopying, printing and postage.

Photocopying and Printing – 15p per sheet or 25p for colour
Postage – as appropriate to the request

We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information
- Putting the information onto CD, video or audio cassette
- Translating the information into a different language

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

Requests for personal information (Subject Access Requests)

Most requests for personal information are about children's records, and where the seeker is legally entitled, can be responded to promptly. They are called 'subject access requests'. In more complex cases we may need more time but are still required by law to respond in full within 20 working days.

No charges are applicable unless requests are excessive, repetitive or manifestly unfounded.