

# FREEDOM OF INFORMATION POLICY and PUBLICATION SCHEME

|                                       |                                                                                                                                                                                |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>APPROVING BODY</b>                 | Trust Audit Committee                                                                                                                                                          |
| <b>DATE APPROVED</b>                  | MAY 24                                                                                                                                                                         |
| <b>VERSION</b>                        | 3.0                                                                                                                                                                            |
| <b>SUPERSEDES VERSION</b>             | 2.0                                                                                                                                                                            |
| <b>REVIEW DATE</b>                    | May 27                                                                                                                                                                         |
| <b>FURTHER INFORMATION / GUIDANCE</b> | Data Protection Act 2018<br>UK General Data Protection Regulation 2018<br>Freedom of Information Act (2000)<br>Environmental Information Regulations 2004<br>Equality Act 2010 |

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## 1. Introduction

*For the avoidance of doubt, where this policy states ‘the Trust’ this also refers to the individual academies within the Redhill Academy Trust.*

The Freedom of Information Act (FOI) 2000 provides public access to information held by public authorities, including Multi-Academy Trusts and schools. The Redhill Academy Trust has two main obligations under the Act:

- to publish certain information proactively – detailed in a Publication Scheme – see Appendix 1 for more details, and
- to respond to written requests for information within 20 school days.

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

## 2. Scope

The FOI Act and therefore this policy deals with **non-personal data** held by the Trust. Requests for **personal data** are covered by the General Data Protection Regulations (GDPR) and must be dealt with under the GDPR strategy as a Subject Access Request.

This policy also covers requests for information under the Environmental Information Regulations 2004 (EIR). This includes information that relates to air, water, land, natural

sites, built environment, flora and fauna, health and any decisions and activities affecting any of these.

### **3. Aims**

The aims of this policy are to ensure that:

- the Trust complies with its duties under the FOI Act and handle requests in the appropriate manner
- the Trust has a system in place which results in the proactive publication of information
- Trust staff will be able to recognise and respond appropriately to a valid request for information
- Individuals know how to make a request for information and to whom the request should be addressed.

### **4. Publication Scheme**

The model publication scheme issued by the Information Commissioner's Office commits an authority (including Trusts, Academies and schools) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information detailed below, where this information is held by the Redhill Academy Trust and/or its academies.

#### **4.1 The scheme commits an authority (The Trust):**

- 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.
- To specify the information which is held by the Trust and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
- 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.
- To review and update on a regular basis the information the Trust makes available under the scheme.
- To produce a schedule of any fees charged for access to information which has been made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form

that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11 (5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19 (8) of that Act.

## 4.2 Classes of Information included:

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspection and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

## 4.3 Classes of Information not generally included:

- Information, the disclosure of which is prevented by law, or except under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## 4.4 The method by which information published under this scheme will be made available

As the authority, the Redhill Academy Trust and its academies must clearly indicate to the public what information is covered by this scheme and how it can be obtained.

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

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

## 4.5 Charges which may be made for information published under this scheme

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 the Trust for routinely published material will be justified and transparent and kept to a minimum.

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 detailed in Appendix 2 below.

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

## 4.6 Written requests

Information held by the Trust that is not published under the scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 5. FOI Requests

Any request for information will be considered as a request under the Freedom of Information Act 2000 and will be checked to see if it meets the criteria of the FOI Act, whether this is specified in the request or not.

Certain day to day routine requests for information (for example, a parent requesting a copy of a policy) will be dealt with outside of the provision of the FOI Act.

### 5.1 Making a request

Requests for information should be addressed to the Data Protection Lead within individual academies or, for information requests from the Redhill Academy Trust, they should be addressed to the Data Protection Officer [DPO@redhillacademytrust.org.uk](mailto:DPO@redhillacademytrust.org.uk). Please clearly mark your communication 'FOI Request'.

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

### 5.2 Time limits for FOI requests

Your request will be acknowledged upon receipt, and you will be advised when you may expect to receive the information from us. Please see our charging schedule (Appendix 2). We will inform 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 statutory limit of 20 school days or 60 working days, whichever is the sooner.

### 5.3 Refusing a request

There may be times when requested information cannot be supplied. We will write to you if this applies to your request. This may be because:

- The time required to deal with your request is likely to exceed the 18 working hours maximum allowed (you will be notified as soon as possible if this is likely to apply)
- The request is considered to be vexatious
- The request is a repeat of a previous request from the same person
- The request meets FOI exemption criteria.

## 5.4 Exemptions

Common exemptions within the Freedom of Information Act include:

- Section 40 (1) – the request is for the applicant’s personal data. This must be dealt with under the subject access regime in the UK GDPR, see the Data Protection Policy and Privacy Notices.
- Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the UK GDPR principles as set out in Data Protection Policy.
- Section 41 – information that has been sent to the Trust/academy (but not the Trust / academy’s own information) which is confidential.
- Section 21 – information that is already publicly available, even if payment of a fee is required to access that information.
- Section 22 – information that the Trust/academy intends to publish at a future date.
- Section 43 – information that would prejudice the commercial interests of the Trust /academy and / or a third party.
- Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information).
- Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras.
- Section 36 – information which, in the opinion of the Chair of the Executive Board, would prejudice the effective conduct of the Trust. There is a special form for this on the ICO’s website to assist with the obtaining of the chair’s opinion.

Information within these exemptions must be considered and weighed up about the general principal that information should be disclosed wherever applicable.

## 6. Complaints

If you are not satisfied with the way your FOI request has been dealt with, you should firstly contact the Data Protection Officer at the Redhill Academy Trust via [DPO@redhillacademytrust.org.uk](mailto:DPO@redhillacademytrust.org.uk) who will try to assist. If you then remain dissatisfied

with the response, your complaint can then be considered under the formal Complaints Procedure, which is published on the Trust and academy websites.

Once your request has been processed through the formal process, you have the right to contact the Information Commissioners Office via this link [Make a complaint | ICO](#) or write to:

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

Telephone - 0303 123 1113

## **7. Review**

This policy will be reviewed every 3-years by the Trust Data Protection Officer (unless there is a major change to regulations when amendments may be made sooner) and presented to the Trust Audit Committee for approval.

## Appendix 1 - Classes of Information published and how the information can be obtained.

| Information to be published                                                                                    | How the information can be obtained                 |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Information, Structure, location and contacts</b>                                                           |                                                     |
| Who's who in the Redhill Academy Trust and its Academies (Including the Executive and Senior Leadership Teams) | Redhill Academy Trust & individual Academy websites |
| Who's who on the Trust Executive Board and Local Academy Board                                                 | Trust and individual Academy websites.              |
| Locations and contact details including telephone numbers and email addresses                                  | Trust and individual Academy websites               |
| Terms of Reference for Local Academy Boards                                                                    | Trust website                                       |
| Instrument of Governance: Funding Agreements                                                                   | DfE and Trust website                               |
| Articles of Association                                                                                        | Trust website                                       |
| School Session times, term dates and holidays                                                                  | Individual Academy websites                         |
| Academy Prospectus (where produced)                                                                            | Academy websites (hard copy on request)             |
| Curriculum                                                                                                     | Academy website                                     |
| School SENCO                                                                                                   | Academy website                                     |
| School Designated Safeguarding Lead                                                                            | Academy website                                     |
| School Uniform                                                                                                 | Academy website (hard copy on request)              |

| Information to be published                                                                                                       | How the information can be obtained                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</b> |                                                                                                                    |
| Statutory Annual Report and Accounts                                                                                              | Trust and Companies House website. (Link on Academy websites)                                                      |
| Approved capital projects for the current year                                                                                    | Electronic copy via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Procurement subject to the commercial and confidential public interest test.                                                      | Electronic copy via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Governor Expenses Policy                                                                                                          | Electronic copy via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Executive Pay                                                                                                                     | Trust website                                                                                                      |
| Charging and Remissions Policy                                                                                                    | Individual Academy websites                                                                                        |
| Staffing and Grading structure                                                                                                    | Electronic copy via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Gender Pay Gap Information                                                                                                        | Trust website                                                                                                      |

|                                                                             |                                                                                                                       |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Pay Policy                                                                  | Electronic copy via<br><a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Additional funding – income generation schemes and other sources of funding | Electronic copy via<br><a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |

| Information to be published                                                                      | How the information can be obtained                                                                                                                  |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategies and plans, performance indicators, audits, inspections and reviews</b>             |                                                                                                                                                      |
| School Profile/Government Data                                                                   | DfE website/electronic copy on request from individual academies                                                                                     |
| Ofsted Report                                                                                    | Academy websites                                                                                                                                     |
| Strategic plan                                                                                   | Electronic copy via<br><a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> or from the individual academy |
| Performance Management policy and procedures                                                     | Electronic copy on request via<br><a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a>                     |
| Child Protection – policies and procedures on safeguarding and promoting the welfare of children | Academy websites                                                                                                                                     |
| Values and Ethos                                                                                 | Trust and academy websites                                                                                                                           |

| Information to be published                                                                              | How the information can be obtained                                                                                   |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Decision making processes and records of decisions</b>                                                |                                                                                                                       |
| Admissions Policy                                                                                        | Individual academy websites                                                                                           |
| Information on application numbers and number of successful applicants by each oversubscription criteria | Electronic copy on request from individual academies.                                                                 |
| Trustee meeting agendas and non confidential minutes                                                     | Electronic copy via<br><a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Meetings of Local Academy Board agendas and non-confidential minutes                                     | Electronic copy available from individual academies                                                                   |
| Scheme of Delegation                                                                                     | Trust website                                                                                                         |

| Information to be published                                                                                | How the information can be obtained |
|------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Current written protocols, policies and procedures for delivering our services and responsibilities</b> |                                     |
| <b>School policies including:</b>                                                                          |                                     |
| Charging and Remissions policy                                                                             | Academy websites                    |
| Health and Safety                                                                                          | Academy websites                    |

|                                   |                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Complaints Procedure              | Trust and academy websites                                                                                                    |
| Discipline and Grievance Policies | Electronic copy on request via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Equality Information & strategy   | Trust and academy websites                                                                                                    |
| Curriculum                        | Academy websites                                                                                                              |
| Relationship and Sex Education    | Academy websites                                                                                                              |
| Special Educational Needs         | Academy websites                                                                                                              |
| Accessibility                     | Academy websites                                                                                                              |
| Behaviour Policy                  | Academy websites                                                                                                              |
| Whistleblowing                    | Trust and academy websites                                                                                                    |
| Staff code of conduct             | Electronic copy on request via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |
| Safer Recruitment Policy          | Trust and academy websites                                                                                                    |
| Data Protection Policy            | Trust and academy websites                                                                                                    |
| Data Records and Retention Policy | Trust and academy websites                                                                                                    |
| Freedom of Information Policy     | Trust and academy websites                                                                                                    |
| Privacy Notices                   | Trust and academy websites                                                                                                    |
| Pupil Premium Statement           | Academy websites                                                                                                              |
| Exclusions Policy                 | Academy websites                                                                                                              |
| Careers Programme Information     | Academy websites                                                                                                              |
| Ant-bullying Policy               | Academy websites                                                                                                              |
| Risk Management Policy            | Electronic copy on request via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> |

| Information to be published                                                       | How the information can be obtained                                                                                                                         |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lists and registers</b>                                                        |                                                                                                                                                             |
| Asset register                                                                    | Electronic copy on request via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a> and from individual academies |
| Register of Business Interests                                                    | Trust and academy websites                                                                                                                                  |
| Register of Members and Trustees                                                  | Trust and academy websites                                                                                                                                  |
| Information the Trust is legally required to hold in publicly available registers | Specific information available upon request via <a href="mailto:TrustOffice@theredhillacademy.org.uk">TrustOffice@theredhillacademy.org.uk</a>              |

| Information to be published                                                         | How the information can be obtained |
|-------------------------------------------------------------------------------------|-------------------------------------|
| <b>The services we offer</b>                                                        |                                     |
| Extra-Curricular activities                                                         | Academy websites                    |
| School publications and newsletters                                                 | Academy websites                    |
| Out of school clubs and events                                                      | Academy websites                    |
| Services for which the school is entitled to recover a fee together with those fees | Academy websites                    |
| Parent and pupil guidance and information                                           | Academy websites                    |

## Appendix 2 - Schedule of charges

| Type of Charge    | Description                                              | Basis of Charge                                                                                 |
|-------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Disbursement cost | Photocopying/printing @ XX p per sheet (black and white) | Actual cost                                                                                     |
|                   | Postage                                                  | Actual cost of Royal Mail standard second class or special deliver where required or requested. |
|                   | Packaging                                                | Actual cost where packaging other than envelopes are required.                                  |

## Appendix 3 - Website Links

|                                    |                                                                                                                                            |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Redhill Academy Trust              | <a href="#">Redhill Academy Trust - Home</a>                                                                                               |
| Brookfield Community School        | <a href="#">Brookfield Community School - Home (brookfieldcs.org.uk)</a>                                                                   |
| Colonel Frank Seely Academy        | <a href="#">Welcome to Colonel Frank Seely Academy - Colonel Frank Seely (cfsacademy.org.uk)</a>                                           |
| Hall Park Academy                  | <a href="#">Hall Park Academy - Home</a>                                                                                                   |
| Park Vale Academy                  | <a href="#">Welcome to Park Vale Academy - Park Vale</a>                                                                                   |
| Redhill Academy                    | <a href="#">Outstanding Secondary Academy in Nottinghamshire   Timely Updates, Achievements &amp; Resources (theredhillacademy.org.uk)</a> |
| South Nottinghamshire Academy      | <a href="#">South Nottinghamshire Academy - Home</a>                                                                                       |
| The Bolsover School                | <a href="#">The Bolsover School - Home</a>                                                                                                 |
| The Carlton Academy                | <a href="#">The Carlton Academy - Home (theacademycarlton.org.uk)</a>                                                                      |
| The Oakwood Academy                | <a href="#">The Oakwood Academy - Home</a>                                                                                                 |
| Tupton Hall Academy                | <a href="#">Home - Tupton Hall School</a>                                                                                                  |
| Carlton Junior Academy             | <a href="#">The Carlton Junior Academy - Nottingham</a>                                                                                    |
| Carling Infant Academy             | <a href="#">Home (thecarltoninfantacademy.org.uk)</a>                                                                                      |
| North Wingfield Primary & Nursery  | <a href="#">North Wingfield Primary and Nursery Academy - Chesterfield</a>                                                                 |
| Robert Mellors Academy             | <a href="#">Home - Robert Mellors Primary School - Nottingham</a>                                                                          |
| Scarcliffe Primary School          | <a href="#">Scarcliffe Primary School - Home</a>                                                                                           |
| Tupton Primary and Nursery Academy | <a href="#">Home - Tupton Primary and Nursery Academy - Nottingham (tpna.org.uk)</a>                                                       |

