

# Woodbury Church of England Primary School



## Freedom of Information Policy

Policy adopted by staff	<i>January 2015</i>
Policy passed by Governors (FGB)	<i>January 2015</i>
Review date	<i>January 2017</i>

### School Aims

We aim to provide a safe, happy and inspiring environment in which our children:

- feel valued and appreciate the beliefs, uniqueness and talents of others
- be happy, self-confident and resilient individuals
- love learning and have high expectations to achieve their potential
- be responsible, caring and active members of the community and wider society
- acquire the life skills needed to be safe and succeed in an evolving world

We aim to ensure Christian values are seen in action.

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### On receipt of a request for information the school will:

- Decide whether the request is a request under DATA PROTECTION ACT, ENVIRONMENTAL INFORMATION REGULATIONS or FREEDOM OF INFORMATION.
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

### We acknowledge that:

- Schools are under a duty to provide advice and assistance to anyone requesting information.
- The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.
- Well managed records and management information system are essential to help schools to meet requests.

- Requests should be dealt with within 20 days excluding school holidays.
- Willfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid Freedom of Information request should be in writing, state the enquirer's name and correspondence address and describe the information requested.
- Expressions of dissatisfaction will be handled through the school's existing complaints procedure.