

# Freedom of Information Policy

SMART MULTI ACADEMY TRUST

Classification	External
Version	V1
Review Date	31.10.19
Effective from	1.11.16

## **Freedom of Information Act publication scheme**

This publication scheme commits that SMART Multi Academy Trust (the Academy Trust) will make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy Trust and falls within the classifications below.
- To specify the information which is held by the Academy 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 this 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 Academy Trust makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **1. Classes of information**

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

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

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

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

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

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

#### **1.4 How we make decisions**

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

### **1.5 Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **1.6 Lists and registers**

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

## **2. The Services we offer**

Advice, information and guidance, booklets and leaflets, transactions and media releases.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt 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.

## **3. The method by which information published under this scheme will be made available**

The Academy Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the 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 Academy 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. 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 Academy 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 specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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. Please refer to Annex 1 for the schedule of charges currently in place.

#### **5. Written requests**

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

Please contact:

The Central Support Officer  
SMART Multi Academy Trust  
C/o Wyndham Primary School  
Montagu Avenue  
Newcastle upon Tyne  
NE3 4SB

## Annex 1 Schedule of Charges

Information that is available on our website is free to copy. There may be charges for some publications. If so, we will tell you that there is a charge and how much it is.

We are entitled to charge for the cost of photocopying, printing and postage if we need to send information to you. This includes information we send to you in reply to a Freedom of Information request, and information that we confirm to make readily available through the Trust's Publication Scheme.

Where the total cost of photocopying, printing and postage is £10 or lower, no charge will be made.

All charges are payable in advance of your request being processed. The following charging rates apply:

A4 black and white, single-sided	10p per sheet
A4 black and white, double-sided	20p per sheet
A3 black and white, single-sided	20p per sheet
A3 black and white, double-sided	40p per sheet
A4 colour, single-sided	£1.00 per sheet
A4 colour, double-sided	£2.00 per sheet
A3 colour, single-sided	£1.50 per sheet
A3 colour, double-sided	£3.00 per sheet
Postage and packing	At cost
Photographs, maps, plans etc	At cost

### Freedom of Information Act 2000 Requests

The Academy Trust is entitled to refuse to deal with a request, or to charge for the time taken, if it will take 2.5 days or more (this amounts to 18 hours of work) to deal with a request.

When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested.

If we do charge for the time taken, the rate charged will be £25 per hour. For example, for 40 hours of work the chargeable amount would be for hours above 18 hours,  $22 \times 25.00 = 550.00$

These costs are in addition to any costs for photocopying, printing and postage.

Where possible we will work with you to look for other ways of providing the information so that your request takes less than 2.5 days to deal with.

All charges are payable in advance of your request being processed.

If we receive more than one request from an individual or a group we may be able to combine them for the purposes of calculating how long it will take to deal with them, and to decide whether we will refuse to deal

with them, or charge. This will particularly be in respect of those requests the Trust deem vexatious or persistent.

### **Data Protection Act 1998**

When processing a subject access request under the Data Protection Act we may charge a standard administration fee of £10 (per application) which is payable in advance of your request being processed.

In certain cases, where information is held in an unstructured format, the Academy Trust is entitled to refuse to deal with a request. This applies in certain cases where it will take 2.5 days or more to deal with a request.