

Freedom of Information Policy

Ffederasiwn Ysgolion **Llanidloes** Schools Federation



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1. Introduction

- 1.1. The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) provides a right of public access to information held by public authorities, including Schools.
- 1.2. The Schools are committed to their obligations under the differing information request regimes. These include but are not limited to:
 - Publishing certain information about their activities
 - Responding to requests for information
 - Providing advice and assistance to those wishing to make such requests

2. Scope of the Policy

- 2.1. This policy applies to all **recorded information** held by the Schools and includes both paper and electronic records.
- 2.2. The Act also applies to any joint ventures entered into between the Schools and another party.
- 2.3. The Act also places obligations on the Schools to ensure that third party processors of School data are aware of their duties to support the school to fulfil their obligations.

3. Responsibilities

- 3.1. The Headteachers have overall responsibility for the Schools' compliance with the information request regimes.
- 3.2. Day to day operations are the responsibility of:
 - Ysgol Gynradd Llanidloes: Headteacher
 - Ysgol Uwchradd Llanidloes: Business Manager

4. Publication Scheme

4.1. The Schools maintain a Publication Scheme which provides information about the following activities (the list is not exhaustive):

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- Governing Body meeting minutes
- Policies and Procedures
- Class topics
- Teaching Staff
- Fees and charges
- Complaints
- How to ask for information
- Information Asset register (optional)
- Freedom of Information and Environmental Information Disclosure Logs

5. Requests for Information

5.1. Under the terms of the Freedom of Information Act individuals may submit written requests for information to the Schools. These requests can be submitted via (but are not limited to) the following methods: letter or email.

5.2. Requests for Environmental Information may also, in addition to the methods mentioned above, be made verbally.

5.3. The contact details for submitting a request are as follows:

Ysgol Gynradd Llanidloes: Llangurig Road, Llanidloes, Powys SY18 6EX
Telephone 01686 412603
Email office@llanidloes.powys.sch.uk

Ysgol Uwchradd Llanidloes: Llangurig Road, Llanidloes, Powys SY18 6EX
Telephone 01686 412289
Email office@llanidloes-hs.powys.sch.uk

5.4. Requestors have the right to be informed within 20 working days whether the School holds the requested information and if so, subject to paragraph 5.5 and 5.6 to receive a copy of the information.

5.5. There are [23 exemptions](#) under the Freedom of Information Act 2000 that entitle the Schools to withhold information if it is considered appropriate to do so. If the decision is made to withhold the information, the School will provide the requestor with the following information, in written form:

- Confirmation, if appropriate, whether the requested information is held
- Details of the appropriate exemption under the Act
- Reasons why it considers the exemption applies
- Details of the review procedure

- 5.6. There are [14 exceptions](#) under the Environmental Information Regulations 2004 that entitle the Schools to withhold information if it is considered appropriate to do so. If the decision is made to withhold the information, the School will provide the requestor with the following information, in written form:
- Confirmation, if appropriate, whether the requested information is held
 - Details of the appropriate exception under the Regulations
 - Reasons why it considers the exception applies
 - Details of the review procedure

6. Fees

- 6.1. Information made available through the Publication Scheme will be provided free of charge unless otherwise stated and in line with that Publication Scheme.
- 6.2. The Schools comply with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (2004). All requests that take less than 18 hours or £450 (being the “appropriate limit”) to process will be free of charge. If the estimated time for compliance is in excess of 18 hours then the Schools may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice should be paid before the Schools undertake any retrieval of the requested information.

7. Internal Review and Complaints

- 7.1. Upon receipt of an expression of dissatisfaction, the School should undertake a review of their decision.
- 7.2. Where possible the review should be undertaken by someone different to the person who provided the information previously.
- 7.3. On occasion it is appropriate that the review will reach a different conclusion to that of the original.
- 7.4. The internal review should be carried out by the responsible individual within 20 working days.
- 7.5. Should the requestor be dissatisfied with the outcome of the internal review process then they may make a complaint to the statutory regulator. The Information Commissioners Officer oversees compliance with this legislation and the following will be highlighted to the requester

The ICO can be contacted at the following address:

Information Commissioner's Office
2nd Floor, Churchill House, Churchill Way, Cardiff CF10 2HH
Telephone: 029 2067 8400
Email: wales@ico.org.uk
Website: www.ico.org.uk