

THEALE GREEN SCHOOL FREEDOM OF INFORMATION POLICY

Purpose and Background

Theale Green School is aware that under the Freedom of Information Act 2000 (FOIA) we have a legal duty to supply certain information to enquirers and that we must be clear and proactive about the information we make public.

To do this we have in place a publication scheme that sets out:

- the classes of information we publish or intend to publish
- the manner in which the information will be published
- how to request information
- payment for information

Theale Green School is committed to the aims of the FOIA and the access provisions of the Data Protection Act 1988 by promoting an open transparent policy as we believe the public have a right to access the recorded information held by us.

The School understands that recorded information held by us relates to the business of the school and included information that is:

- created and held by us
- created by us but held by another organisation on our behalf
- held by us but relating to the Governing Body
- held by us but provided by third parties

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangement that is connected with this policy.

Policy Objectives

This policy seeks to:

- Provide certain information to enquirers under the Freedom of Information Act 2000.
- Recognise that we have a duty to provide assistance to anyone requesting information.
- Ensure that personal information is not made public.
- Work with others to share good practice in order to improve this policy.

Management of policy

School: This policy is implemented and managed by the Operations Manager and overseen by the School's Senior Leadership Team.

Governing Body: The Governing Body has delegated the oversight, review and update of this policy to the Audit and Risk Committee.

Approval: Approved by the Audit, Risk and Compliance Committee on 08 February 2018

Next Review Date: Spring 2021

Associated Policies and Documents

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2000
- Data Protection Procedures
- Curriculum Polices
- School Prospectus
- Complaints Procedures
- Freedom of Information publication scheme