



Freedom of Information Policy

Approved By Directors of MAT

Signed: _____

Date: _____

Review Date: _____

Adopted by:

School: _____

Head/Governor: _____

Date: _____

THE WESSEX MULTI-ACADEMY TRUST

Freedom of Information Act 2000

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1. Introduction

The Wessex Multi-Academy Trust (WMAT) is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests. We are also now governed by the proviso of the General Data Protection Regulations and the Data Protection Act 2018.

2. Background

The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the Trust (including schools within the Trust). They are entitled to be told whether the Trust holds the information, and to receive a copy, subject to certain exemptions.

The information which the Trust routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which the Trust holds are covered by the Act. The DfE has issued a Retention Schedule produced by the Records Management Society of Great Britain, to guide schools on how long they should keep school records. It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under FoI can be addressed to anyone in the Trust; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an FoI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

3. Scope

The FoI Act joins the Data Protection Act 2018 and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the Trust.

Requests for personal data are still covered by the Data Protection Act. (DPA). Individuals can request to see what information the Trust holds about them. This is known as a Subject Access Request, and must be dealt with according to GDPR guidance.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example queries about chemicals used in the Trust or on Trust land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under FoIA, but unlike FoIA requests, they do not need to be written and can be verbal.

If any element of a request to the Trust includes personal or environmental information, these elements must be dealt with under DPA (GDPR) or EIR. Any other information is a request under FoIA, and must be dealt with accordingly.

4. Obligations and Duties

The Trust recognises its duty to provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information, and will also respond to any written requests, including email.

5. Publication Scheme

The Wessex Multi-Academy Trust has adopted the Model Publication Scheme for Schools approved by the Information Commissioner.

6. Dealing with Requests

We will respond to all requests in accordance with the procedures laid down by GDPR and covered by the Data protection Act (Subject Access requests). We will ensure that all staff are aware of the procedures

7. Exemptions

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

8. Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

9. Charging

We reserve the right to refuse to supply information, where the cost of doing so exceeds the statutory maximum, currently £450.

10. Responsibilities

The Board of Directors has delegated the responsibility for compliance with the FoIA to the Chief Executive Officer, Mr M Foley.

11. Complaints

Any comments or complaints will be dealt with through the Trust's normal complaints procedure.

We will aim to determine all complaints within 40 days of receipt. We will publish information on our success rate in meeting this target. The Trust will maintain records of all complaints and their outcome.

If, on investigation, the Trust's original decision is upheld, then the Trust has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/make-a-complaint/>

Amendments

