

St Mark's Primary School



A caring place to learn, play and grow

# St. Mark's C.E. Primary School

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[www.st-marks.stockport.sch.uk](http://www.st-marks.stockport.sch.uk)

## FREEDOM OF INFORMATION POLICY

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# St. Mark's Primary School

## Freedom of Information Policy

### Background

St. Mark's School and Governing Body is committed to the implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to information that the school holds to any person subject to some exemptions.

### Scope

This policy applies to all information the school holds regardless of how it was created or received. It applies no matter what media the information is stored in, generally speaking however, the information may be on paper or held electronically.

### Principles

- The school and Governing Body are committed to openness and transparency.
- Information which is subject to a request will be provided whether possible within the spirit of the Act.
- Advice and assistance will be offered to requesters when necessary.

### Adopting and Maintaining Publication Schemes

The Governing Body has adopted a Publication Scheme and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which the school is regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available, where charges are applied these will be stated in the Scheme.

### Dealing with Requests

The school will offer advice and assistance to anybody who wishes to make a request. The school is committed to dealing with requests within statutory guidelines. Request will be dealt with within 20 school days, (which can be extended in specific circumstances on legal advice) or within 60 days when the school holiday period applies, whichever is the sooner. The school will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. The school will put in place an appropriate procedure for measuring the public interest when considering an exemption which requires such a test. Any request in writing will be considered a Freedom of Information request and be dealt with under this policy. The school recognises that requests for environmental information may be made over the telephone and that different exemptions apply. The school reserves the right to charge for information requests in accordance with statutory guidelines, and implement statutory limitations on the amount of work a single request can generate.

The school will refuse vexatious or repeated requests. This is a rare occurrence and further advice should be sought.

Whilst a request can be made in writing to any employee of the school, for monitoring purposes, the school would request that requests are directed to the **Headteacher**.

### Relationship with the Data Protection Act

The school is under a legal duty to protect personal data under the Data Protection Act. The school will carefully consider its responsibilities under the Data Protections Act before releasing personal data about living individuals, including current and former staff members, pupils and parents.

## **Responsibilities**

The Governing Body has responsibilities to make information available in accordance with the Act. Responsibility for compliance with this and related policies will rest with the **Headteacher**.

All staff have responsibilities to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Complaints about the handling of Freedom of Information requests will be dealt with under the school's complaint procedure.

## **Contact Details**

Please direct all requests for information or questions about this policy to **Headteacher**.

For advice and assistance please contact Sara Barnard, Stockport Council's Data Protection and Freedom of Information Act Officer on 0161 474 4047.

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commission, [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) 01625 545 700.

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