



**HOLY TRINITY  
CATHOLIC SCHOOL**

**OAKLEY ROAD | SMALL HEATH | BIRMINGHAM | B10 0AX**

## **Freedom of Information Policy**

The school will comply with:

The terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful.

Birmingham Learning and Culture Directorate advice and guidance, including information published via the Birmingham Grid for Learning website:

[www.bgfl.org/services/foi/default.htm](http://www.bgfl.org/services/foi/default.htm)

Information and guidance displayed on the Information Commissioner's website

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This policy should be used in conjunction with the school **Staff ICT Acceptable Use Policy** and **Data Protection Policy**.

### **Data Gathering and Storage**

Information will only be gathered and stored for specified purposes.

In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.

Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

### **Dealing with Requests for Information**

Theoretically any request for information is a request under the Freedom of Information Act, however Birmingham City Council has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.

The school will assist applicants in making their request to have access to information held by the school.

Assistance will be given to applicants whose requests need to be transferred to another public authority (eg school, LEA, hospital).

Ratified by IEB on:

The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply. All requests for information should still be dealt with in compliance with the 20 day deadline, whether they are recorded as Freedom of Information requests or not.

If a response will take longer than 10 working days to respond an acknowledgement should be sent to the person making the request, informing them when the information will be supplied.

An appropriate senior member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline.

Persons requesting data will be supplied with a copy of our complaints' procedure.

Copies of data supplied should be retained for two years from the date it was put into the public domain.

### **Applying Exemptions**

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher.

The decision to apply qualified exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher. Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Updated on September 2019  
Pending ratification by Governing Body

Ratified by IEB on: